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An Application of the High Transfer Training Methodology With Soft Skills Tasks

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13. SUPPLEMENTARY NOTES

14. ABSTRACT *(Maximum 200 words)*:

The High Transfer Training (HITT) methodology is an extension of the Systems Approach to Training (SAT) that seeks to produce training programs that directly promote transfer of learning. The HITT method adds steps to SAT that identify and codify similarities and differences among objects and then clusters them according to the common skills and knowledge required by the student to operate upon these objects. The HITT procedure thereby aids the training developer in producing generic learning objectives defined at an optimum level of specificity for transfer. The effect of the course developed based on the HITT method exceeded the trainer's expectations. This development effort was, however, highly equipment specific, making the application of HITT suspect to being constrained to hard skills applications only. This report describes the application results of HITT to the training of soft skills tasks at the Ordnance Advanced Noncommissioned Officers Course. The results show that the HITT methodology can be used in all training development efforts. In fact, the HITT methodology is perhaps best suited to training developments in the soft skills area where proficiency with generalizable skills and knowledge are crucial to successful job performance.

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The High Transfer Training (HITT) methodology was used to develop a highly successful course of instruction at the Signal School at Fort Gordon. This methodology was developed in conjunction with contractors with help by Signal School personnel at the Fort Gordon Field Unit of the U.S. Army Research Institute for the Behavioral and Social Sciences. The course developed based on the HITT methodology was evaluated both qualitatively and quantitatively, and the effectiveness of the course dramatically exceeded expectations by all measures. This development effort and course was, however, highly equipment specific, making the application of HITT suspect to being constrained to hard skills applications only. The question remained if the methodology was applicable or could be extended to the soft skills arena.

This application of HITT to the Ordnance Advanced Noncommissioned Officers Course shows that applications of HITT are not constrained to hard skills, but that the HITT methodology can be used in all training development efforts. In fact, the HITT methodology is perhaps best suited to training developments in the soft skills area where proficiency with generalizable skills and knowledge are crucial to successful job performance.

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AN APPLICATION OF HIGH TRANSFER TRAINING TO ORDNANCE ADVANCED NONCOMMISSIONED OFFICERS COURSE

EXECUTIVE SUMMARY

Research Requirement:

To investigate the applicability of High Transfer Training (HITT) in the area of soft skills where the objects are not as clearly defined as they are in hard skill technical tasks. The objectives of this study are to (1) develop a systematic way to describe soft skills objects; (2) modify the HITT methodology, as necessary, to accommodate applications to soft skills applications; and (3) align any modifications with current theories and the literature on transfer of learning.

Procedure:

The Advanced Noncommissioned Officer Course (ANCOC) was selected for this study for two reasons. First, the objective of the study was to investigate HITT in the soft skills and leadership area. These noncommissioned officers (NCOs) meet this criterion. Second, travel restrictions made Aberdeen Proving Ground the most feasible location for this study. Next, the Ordnance ANCOC Job Task Inventory and a Special Text were gathered at the NCO Academy. These documents ere reviewed and 14 subject matter experts were interviewed with respect to Ordnance ANCOC, the duties of NCOs, and their concepts of leadership. The current HITT methodology was studied and applied to the Ordnance ANCOC task inventory. The results of the application were documented and are attached to this report.

Findings:

This application of HITT to the Ordnance ANCOC Course shows that applications of HITT are not constrained to hard skills, but that the HITT methodology can be use in all training developments efforts. In fact, the HITT methodology is perhaps best suited to training developments in the soft skills area where proficiency with generalizable skills and knowledge are crucial to successful job performance.

AN APPLICATION OF HIGH TRANSFER TRAINING TO ORDNANCE ADVANCED
NONCOMMISSIONED OFFICERS COURSE

CONTENTS

AN APPLICATION OF HIGH TRANSFER TRAINING METHODOLOGY WITH SOFT SKILLS TASKS

Introduction

The High Transfer Training (HITT) developments methodology is an extension of the Systems Approach to Training (SAT) process that seeks to produce training programs that directly promote transfer of learning (Neal, Lowry, & Ryan, 1992). The HITT analysis adds steps to SAT that identify and codify similarities and differences among objects and then clusters these objects according to the common skills and knowledge required by the student to operate upon these objects. The HITT analysis procedure thereby aids the training developer in producing generic learning objectives defined at an optimum level of specificity for transfer.

HITT Project Background

This project has produced a training developments methodology and training strategy that directly seek to promote transfer of learning within families of related equipment. The U.S. Army Signal School produced a prototype course of instruction using the methodology and implemented a course that used the HITT training strategy. Qualitative and quantitative investigations indicated that the course was achieving its goals and that its students were achieving transfer (Ryan. 1992; Shipman, 1992; Shipman, Lowry, & Sanders, 1992; Singleton, 1992; Singleton, 1993a, Singleton, 1993b). The Fort Gordon application of HITT involved a job specialty considered ideal for HITT in that the job involved operation or maintenance of families of related equipments. The objects involved in this case were easily identified from the job tasks and the skills and knowledge associated with operations on these objects were likewise straight forward due to the concrete nature of the equipments. Because this initial application of HITT involved hard skills only, questions remained with respect to the methodology's applicability to other domains such as jobs with limited items of equipment or jobs involving soft skills like those demanding leadership or management.

Procedure and Results

Procedures

1. For this application of HITT, the Advanced Noncommissioned Officer Course (ANCOC) was chosen because the course deals with soft skills only and travel restrictions made Aberdeen Proving Ground the most feasible location for this study. Access to the ANCOC course materials and SMEs was granted by Ordnance School authorities after being briefed on the objectives and conduct of the study and after being informed on their role in the investigation.

2. The NCO Academy provided the Ordnance ANCOC Job Task Inventory, a Special Text (U.S. Army Ordnance Center & School, 1994), and fourteen Subject Matter Experts (SMEs) for interviews.

3. The Job Task Inventory and the Special Text were reviewed.

4. Fourteen SMEs were interviewed individually and in small groups during four interview sessions. The SMEs were questioned on what skills and knowledge NCOs require. Skills and knowledge related to leadership were of particular interest. Preliminary groups of skills and knowledge were developed based on these interviews, review of the Job Task Inventory, and review of the Special Text.

5. The HITT methodology was applied to the Ordnance ANCOC task inventory.

Analysis

The analysis consisted of analyzing the current HITT methodology with respect to the tasks on the Ordnance ANCOC Job Task Inventory. Recommended changes to the methodology were made and the revised methodology was applied to the Ordnance ANCOC Job Task Inventory.

Results

The current HITT methodology was found to be too oriented towards hard skills applications only. In fact, the latest version of the methodology is probably only usable at the Signal School in a single training department.

The results of the application are attached (Ryan, 1995). The application contains a section on the Front End Analysis and each step of the HITT methodology through development of learning objectives. The analysis of each step of the methodology is documented as follows:

* Current HITT Step
* Recommended changes to the Step
* A recommended, revised HITT Step
* Comments of the application of HITT to Ordnance ANCOC
* Enclosures with the results of the ANCOC application as required by the revised methodology

The revised HITT methodology can be used to develop training in areas involving soft skills tasks. In fact, the methodology is considered best suited to applications where job proficiency depends on generalizable skills and knowledge.

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An Application of the High Transfer Training
Methodology With Soft Skills Tasks

Front End Analysis

FRONT END ANALYSIS
(FEA)

PURPOSE

To gather the data required for the application of the HITT development methodology.

SUMMARY OF THE STEP

During the FEA. the analyst gathers and assembles existing documentation related to the instruction to be developed. Task inventories, tasks analysis documents, and existing course materials are examples of such documentation. In cases where the documentation is incomplete, the analyst interviews Subject Matter Experts (SMEs) to obtain the needed information.

INPUTS

*   Permission for access to the sources of data

PROCEDURE

1.   Negotiate access to documentation and SMEs with the proper authority.

2.   Collect documentation.

3.   Review documentation.

4.   Interview SMEs.

PRODUCTS

*   Assembled documents

*   SME interview notes

PRODUCT USE IN FUTURE STEPS

The Job Task Inventory is the input to Step A of the HITT methodology. The information gathered from SMEs is used in all steps of the training developments process.

APPLICATION OF HITT TO ORDNANCE ANCOC

Procedures:

FEA - Procedure 1. For this application of HITT, the Advanced Noncommissioned Officer Course (ANCOC) was chosen for several reasons. First the objective of the study was to investigate HITT in the soft skills and leadership area. These NCO's meet this criterion. Second, travel restrictions made Aberdeen Proving Ground the most feasible location for this study. Access to the ANCOC course materials and SMEs was granted by Ordnance School authorities after being briefed in the objectives and conduct of the study and after being informed on their role in the investigation.

FEA - Procedure 2. The Ordnance ANCOC Job Task Inventory and a Special Text were gathered at the NCO Academy. No other documentation was available.

FEA - Procedure 3. The Job Task Inventory and the Special Text were reviewed. The Job Task Inventory is at Enclosure 1 to this section.

FEA - Procedure 4. Fourteen SMEs were interviewed individually and in small groups during four interview sessions. The SMEs were questioned on what skills and knowledge NCOs require. Skills and knowledge related to leadership were of particular interest. Preliminary groups of skills and knowledge based on these interviews and review of the Job Task Inventory and the Special Text are found at Enclosure 2 to this section.

Products:

* Job Task Inventory - see Enclosure 1.

* Initial listing of skills and knowledge - see Enclosure 2.

ORDNANCE ANCOC JOB TASK INVENTORY

Solve problems in executing supervisory actions

Administer the unit NCO evaluation report system (NCOERS)

Supervise unit level administrative procedures

Adhere to the responsibilities and authority of NCOs

Apply techniques for motivating soldiers

Review/evaluate single parent/family care plan for accuracy/ correctness of information

Monitor unit equal opportunity (EO) program

Counsel soldiers on career development

Adhere to Army customs and traditions

Assess and develop subordinates for leadership roles

Conduct risk assessment

Ensure operations are in compliance with the Army environmental program

Implement a shop safety program

Coordinate offensive/defense operations

Plan and execute the movement of unit assets

Supervise radiation monitoring

Coordinate with adjacent platoon

Reorganize a platoon following enemy contact while in defense

Direct defense of maintenance platoon

Direct defense of maintenance support team

Select a field maintenance site

Develop plans and programs

Conduct a battle analysis

Coordinate support in the unit trains area

Displace unit

Integrate all combat service support operations within the unit

Establish replacement/reconstitution point

Plan and establish field services

Control flow of work through the maintenance shop

Interpret maintenance reports/forms

Integrate automated log spt sys, including SPBS, TUFMIS, SAMS, SARSS, DS/4, and ULLS

Manage material acquisition and accounting process (TUFMIS), (SAILS) and SFDLR

Supervise battle damage assessment and repair (BDAR)

Determine and establish storage and movement of hazardous materials

Manage prescribed load list (PLL)

Monitor test, measurement and diagnostic equipment (TMDE) program

Administer quality control program

Inspect bench stock listing

Monitor the maintenance of publications library

Inspect open work request reconciliation listing

Inspect completed shop work load summary

Inspect shop deadline and deferred workload listing

Inspect shop work load summary listing

Apply techniques of stress management to prevent, reduce, and manage combat stress casualties

Monitor weight control program (AR 600-9)

Supervise packaging and crating of unit supplies/equipment and SFDLR

Manage standard army maintenance system (SAMS)

Assess unit capabilities to support proposed operations, unit status report (USR)

Monitor logistics support operations (SAILS)

Plan logistics support for maintenance operations

Assess division and corps transportation organization & capabilities

Maintain property accountability

Supervise the application of controlled cannibalization procedures

Monitor the preparation and disposition of the maintenance request (DA form 5504) (SAMS)

Inspect inoperative equipment report (DA Form 5409) (SAMS)

Monitor the preparation and disposition of the equipment control record (DA Form 2408-9)

Implement command and control process

Evaluate PMCS procedures

Monitor the preparation and disposition of the equipment inspection and maintenance worksheet (DA Form 2404)

Monitor TAMMS (manual)

Establish standing operating procedures

Direct preventative maintenance checks and services

Supervise the organization and deployment of maintenance assistance team

Monitor unit oil analysis program

Evaluate RC mobilization plan

Perform reconnissance of terrain/route to recovery site

Supervise inspection of PLL (DA form 2063R)

Supervise inspection of document register (DA Form 2064)

Supervise inspection of maintenance request(DA Form 5504) (SAMS)

Supervise inspection of inoperative equipment report (DA Form 5409) (SAMS)

Supervise inspection of unit level deadlining parts report (DA Form 5410) (SAMS)

Supervise inspection of PLL change listing (automated)

Supervise inspection of unit demands summary listing (automated)

Direct deployment and defense of recovery teams

Inspect loading plan for vehicle to include its trailer

Supervise inspection of equip modification record (DA Form 2408-9)

Supervise the inventory of tools and equipment

Supervise inspection of weapons data record (DA Form 2408-4)

Supervise the establishment and operation of maintenance facilities

Monitor request for issue/turn-in of supplies and equipment

Supervise inspection of weapons data record (DA Form 2408-4)

Supervise the establishment and operation of maintenance facilities

Maintain publications library

Supervise inspection of calibrated instrument label (DA Label 80)

Monitor the preparation and disposition of the prevention maintenance schedule and record (DD Form 314)

Inspect materiel condition status report (DA Form 2406)

Inspect organizational control record for equipment

Supervise inspection of maintenance request (DA Form 5504)(SAMS)

Inspect inoperative equipment report (DA Form 5409)(SAMS)

Monitor the preparation and disposition of the materiel condition status report (DA Form 2406)

Supervise tool control procedures

Supervise the planning of workflow

Supervise the inspection of equipment operator's qualification record (DA Form 348)

Inspect materiel condition status report (DA Form 2406)

Inspect maintenance request register (DA Form 2405)

Monitor unit oil analysis program

Supervise inspection of modification record (DA Form 2408-5)

INITIAL LISTING OF ORDNANCE ANCOC SKILLS AND KNOWLEDGE

Evaluate a subordinate's performance
Identify the characteristics of proficient technical performance
Identify leadership potential
Know the consequences of an efficiency rating
Complete an Enlisted Efficiency Report
Counsel subordinates on job performance
Counsel subordinates on career development
Know the indicators of personal problems
Identify subordinates with potential personal problems
Counsel subordinates with personal problems
Know how to motivate subordinates
Motivate subordinates
Develop leadership in subordinates
Know the objectives of a single parent plan
Evaluate a single parent plan
Know the objectives of the equal opportunity program
Adhere to the principles of equal opportunity
Know the purpose of the weight control program
Administer the weight control program
Know your responsibilities in unit administration
Review unit administration reports

Know the responsibilities of NCOs
Know the limits of authority of NCOs
Identify the characteristics of professionalism
Act professionally
Know how to listen to subordinates
Evaluate others suggestions
Make on-the-spot corrections
Know the characteristics of military bearing
Know the standards of dress
Know your role in the military justice system
Know how to discipline subordinates
Lead groups in physical training
Lead groups during drill and ceremonies
Plan technical operations
Organize subordinates for the conduct of technical operations
Supervise technical operations

Plan tactical operations
Organize subordinates for the conduct of tactical operations
Supervise tactical operations
Know how to be fair
Know how to control your emotions
Know how to plan a unit movement
Plan a unit movement
Know how to perform a route reconnaissance
Perform a route reconnaissance
Know how to estimate bridge capacities
Estimate bridge capacities
Know how to read a topographic map
Read a topographic map
Know how to locate your position using a map and compass
Locate your position using a map and compass
Know how to locate your position using GPS
Locate your position using the Global Positioning System
Know how to perform a map reconnaissance
Perform a map reconnaissance
Identify map symbols
Estimate slopes
Compute distances
Know the meaning of map symbols
Locate map legend
Read coordinates
Know the consequences of not spread loading
Know the purpose of spread loading
Compute vehicles loads
Know how to inspect a vehicle loading plan
Inspect a vehicle loading plan
Know vehicle capacities - weight & cube
Know how to move and store hazardous materials
Know the importance of proper packing and packaging of materials
Identify how to properly pack and package various materials
Supervise proper packing and packaging of materials
Know how to plan a unit defense
Write a unit defense plan
Know how to plan an attack
Write an attack order
Know how to conduct security operations
Conduct security operations

Organize a perimeter security
Know the concept of interlocking fires
Know the purpose of firing stakes
Coordinate supporting indirect fires
Know how to conduct radiation monitoring
Supervise radiation monitoring
Coordinate with adjacent units
Plan for a dismounted patrol
Conduct a dismounted patrol
Know how to reorganize unit after enemy contact
Reorganize unit after enemy contact
Know the problems of defending maintenance support teams
Plan for the defense of a maintenance support team
Direct the defense of a maintenance support team
Know how to conduct a battle analysis
Conduct a battle analysis
Know the techniques of stress management
Manage stress in combat
Know the principles of command and control
Know your role in the command and control process

Know the characteristics of a good field maintenance site
Plan a field maintenance site
Select a field maintenance site
Know how to coordinate logistics operations
Coordinate logistical operations in a trains area
Know the purpose of a reconstitution point
Know the activities that take place in a reconstitution point
Supervise a reconstitution point
Control work flow at a field maintenance site
Know the principles of Battle Damage and Repair
Know the purpose of Battle Damage and Repair
Know the objectives of Battle Damage and Repair
Plan a Battle Damage and Repair operation
Supervise a Battle Damage and Repair operation
Know the importance of communications security
Know how to identify comsec devices
Use authentication documents
Direct individuals using communications devices
Direct groups using communications devices
Know proper radio/telephone procedures

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Know how to organize a recovery team
Deploy a recovery team
Direct recovery operations
Know how to compute mechanical advantage
Direct maintenance operations
Organize a maintenance operation
Know how to evaluate a maintenance operation
Know the purpose of Preventative Maintenance Checks and Services
Know the importance of Preventative Maintenance Checks & Services
Establish a Preventative Maintenance Checks and Services program
Evaluate a Preventative Maintenance Checks and Services program
Direct a Preventative Maintenance Checks and Services program
Know the purpose of a maintenance assistance team
Organize a maintenance assistance team
Coordinate the visit of a maintenance assistance team
Direct a maintenance assistance team
Know how to report the results of an assistance visit
Know how to conduct unit training exercises
Know the safety considerations required on small arms ranges
Compute ammunition requirements for small arms training
Analyze local range safety SOPs
Plan a training road march
Conduct a training road march
Know your role in an ARTEP
Evaluate subordinates individual training requirements
Plan on-the-job training
Supervise on-the-job training
Evaluate on-the-job training efforts
Know the purpose of standing operating procedures
Identify when a standing operating procedure is required
Develop a standing operating procedure
Know the principles of backward planning
Evaluate plans
Conduct a risk assessment
Know how to inspect personal appearance
Know how to inspect personal knowledge
Know how to inspect personal equipment
Know how to inspect weapons
Know how to inspect vehicles
Know how to inspect communications equipment
Know how to inspect administrative records

Know how to inspect maintenance records
Know how to inspect personnel records
Know how to inspect supply records
Know how to inspect areas for proper sanitation
Know how to inspect for proper safety precautions
Supervise the inspection of manual maintenance records
Supervise the inspection of automated maintenance records
Supervise the inspection of manual supply records
Supervise the inspection of automated supply records
Supervise the inspection of manual financial records
Supervise the inspection of automated financial records
Inspect manual maintenance records
Inspect automated maintenance records
Inspect manual supply records
Inspect automated supply records
Inspect manual financial records
Inspect automated financial records
Monitor preparation/disposition of manual maintenance records
Monitor preparation/disposition of automated maintenance records
Monitor preparation/disposition of manual supply records
Monitor preparation/disposition of automated supply records
Monitor preparation/disposition of manual financial records
Monitor preparation/disposition of automated financial records
Know the purpose of manual maintenance records
Know the purpose of automated maintenance records
Know the purpose of manual supply records
Know the purpose of automated supply records
Know the purpose of manual financial records
Know the purpose of automated financial records
Evaluate readiness by review of manual maintenance records
Evaluate readiness by review of automated maintenance records
Evaluate readiness by review of manual supply records
Evaluate readiness by review of automated supply records
Evaluate readiness by review of manual financial records
Evaluate readiness by review of automated financial records
Know the material acquisition and accounting process
Know the purpose of the material acquisition & accounting process
Manage the material acquisition and accounting process
Know the technical inspection process
Know the purpose of the technical inspection process
Manage the unit technical inspection process

Know the elements of the quality control program
Know the purpose of the quality control program
Administer the unit quality control program
Know the requirements of the oil analysis program
Know the purpose of the oil analysis program
Manage the unit oil analysis program
Know the requirements for maintaining a publications library
Know the purpose of the publications library
Maintain the unit oil publications library
Know the requirements of a shop safety program
Implement a shop safety program
Manage a shop safety program
Know the requirements of the property accountability program
Know the purpose of the property accountability program
Manage the unit property accountability program
Know the requirements of the TMDE program
Know the purpose of the TMDE program
Manage the unit TMDE program
Know how to control tools and equipment
Know the purpose tool control program
Manage the unit tool control program
Know the concept of controlled cannibalization
Know the purpose of controlled cannibalization
Know the problems associated with controlled cannibalization
Supervise controlled cannibalization procedures

An Application of the High Transfer Training (HITT)
Methodology with Soft Skills Tasks

Step A

CURRENT STEP A

PREPARE OBJECTS AND ACTION VERBS LISTS

PURPOSE

To prepare a list of objects and a list of action verbs
where the objects and the action verbs are each sorted into functional groups.

SUMMARY OF THE STEP

In Step A, the analyst reviews the Critical Task List and the Job Task Inventory for the skill level of the MOS to ensure that the Critical Task List is complete. From the Critical Task List, the analyst identifies the objects and actions for which the MOS is responsible. The analyst creates functional groups of objects and of the action verbs related to these objects.

INPUTS

* Current Critical Task List

* Current Job Task Inventory

PROCEDURE

1. Review the current Critical Task List and Job Task Inventory, for the skill level course to be developed, to insure that the Critical Task List includes:

   (a) All objects in the MOS.

   (b) All actions performed on the objects.

2. Determine functional groups of objects.

   (a) List all objects from the Critical Task List.

   (b) Group the objects according to their general use.

For example, all communications shelters have the same general
use, all reports have the same general use, and all receiver/

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transmitter units have the same general use. If an object is unique and will not group with any other object(s), then list it as a functional group and treat it as such during the remainder of the course development process.

      (c) Assign a name to each group of objects.

3. Determine functional groups of actions.

      (a) List all action verbs from the Job Task Inventory that are to be performed on the objects.

      (b) Sort the action verbs into groups according to their general purpose. Assign a name, a functional label, to each group of action verbs. For example, a group label of "repair" might include "remove and replace", "diagnose", "disassemble", "assemble", and "test".

4. Create a document which lists the task level objects and task level action verbs by functional groupings.

PRODUCTS

*   List of Objects organized into functional groups

*   List of Action Verbs organized into functional groups

PRODUCT USE IN FUTURE STEPS

The List of Objects contains all objects to be analyzed in Step B - Develop Generalized Components and Objects Lists. The List of Action Verbs contains all verbs to be analyzed in Step C - Describe Generic Action Statements.

RECOMMENDED CHANGES TO STEP A:

1.   General.

        *   All references to the Critical Task List should be deleted from this step and replaced with the Job Task Inventory. It is a fundamental premiss of HITT that the methodology deal with all of the skills and knowledge associated with the job and not an artificial sub-set of the skills and knowledge as reflected in the Critical Task List.

2.   Based on this Application of HITT.

        *   There are multiple actions and objects listed in single tasks in the Ordnance ANCOC Job Task Inventory. It is not known if this is a characteristic of soft skills inventories or just the way this inventory was written. In either case, the HITT procedures should recognize this possibility and provide direction on handling such cases.

        *   In procedures 2 and 3 replace the terms "general use" with "similar nature". The term "general use" restricts the methodology to applications involving equipment.

        *   Replace any references to MOS or skill level with the term "current application of HITT". This application, as with many potential others, deals with multiple MOSs and several skill levels. The reference to a single MOS and skill level artificially constrains the methodology.

COMMENTS:

1.   General.

        *   This inventory shares a similar problem with the Signal School inventory in that precise definitions of many verbs are unclear. For instance, with respect to hard skills equipment maintenance actions it is unclear if the term "troubleshooting" includes repair actions or if the term " repair" includes diagnostics. In this inventory, the question arises if "supervise" subsumes "direct" or the other way around. This problem is not viewed as a dilemma with the HITT methodology, but as a decision that the analyst has to resolve on a case-by- case basis.

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2.   Based on this Applications of HITT.

*   The lists of objects and action verbs in a soft skills inventory will probably greatly exceed the lists of objects in an equipment related inventory. It is, therefore, recommended that the clusters of objects and verbs be displayed in the "related to" format shown in Enclosures 1 and 2.

REVISED STEP A

PREPARE OBJECTS AND ACTION VERBS LISTS

PURPOSE

To prepare a list of objects and a list of action verbs
where the objects and the action verbs are each sorted into functional groups.

SUMMARY OF THE STEP

In Step A, the analyst reviews the Job Task Inventory for the current application of HITT
to ensure that the inventory is complete. From the Job Task Inventory, the analyst identifies the
objects and actions for which the job incumbent is responsible. The analyst creates functional
groups of objects and of the action verbs related to these objects.

INPUTS

*   Current Job Task Inventory

PROCEDURE

1.   Review the current Job Task Inventory, for the course to be developed, to insure that the
inventory includes:

   (a) All objects related to the job.

   (b) All actions performed on the objects.

2. Determine functional groups of objects.

   (a)   List all objects from the Job Task Inventory. If tasks have multiple objects, list all
objects separately.

   (b) Group the objects according to their similar nature.

For example, all communications shelters have the same general
use, all reports have the same general use, and all receiver/

transmitter units have the same general use. If an object is unique and will not group with any other object(s), then list it as a functional group and treat it as such during the remainder of the course development process.

(c) Assign a name to each group of objects.

3. Determine functional groups of actions.

(a) List all action verbs from the Job Task Inventory that are to be performed on the objects. If tasks have multiple action verbs, list all verbs separately.

(b) Sort the action verbs into groups according to their general purpose. Assign a name, a functional label, to each group of action verbs. For example, a group label of "repair" might include "remove and replace", "diagnose", "disassemble", "assemble", and "test".

4. Create a document which lists the task level objects and task level action verbs by functional groupings.

PRODUCTS

*   List of Objects organized into functional groups

*   List of Action Verbs organized into functional groups

PRODUCT USE IN FUTURE STEPS

The List of Objects contains all objects to be analyzed in Step B - Develop Generalized Components and Objects Lists. The List of Action Verbs contains all verbs to be analyzed in Step C - Describe Generic Action Statements.

APPLICATION OF HITT TO ORDNANCE ANCOC

Procedures:

STEP A - PROCEDURE 1. Reviewed the Ordnance ANCOC Job Task Inventory for the course to be developed and identified all objects and actions performed on the objects included in the list.

STEP A - PROCEDURE 2. Determined functional groups of objects for the objects on the Job Task Inventory. The objects were grouped according to their similar nature. Assigned a name to each group of objects.

STEP A - PROCEDURE 3. Determined functional groups of actions. Listed all action verbs from the Job Task Inventory that are to be performed on the objects. Sorted the action verbs into groups according to their similar nature. Labeled each group of action verbs.

STEP A - PROCEDURE 4. Created documents which list the task level objects and task level action verbs by functional groupings.

Products:

*   List of Objects organized into functional groups - see Enclosure 1.

*   List of Action Verbs organized into functional groups - see Enclosure 2.

OBJECTS FUNCTIONAL GROUPS

OBJECTS RELATED TO QUALITY CONTROL:
Calibrated instrument label, Quality control program, Test, measurement and diagnostic equipment (TMDE) program

OBJECTS RELATED TO FORMS:
Document register, Equipment modification record, Equipment control record, Equipment operator's qualification record, Equipment inspection and maintenance worksheet, Inoperative equipment report (SAMS), Maintenance reports/forms, Maintenance request register, Maintenance request (SAMS), Bench stock listing, Open work request reconciliation listing, Organizational control record for equipment, Unit demands summary listing (automated), Shop work load summary listing, Shop deadline and deferred workload listing, Material condition status report, PLL change listing (automated), Prescribed load list (PLL), Request for issue/turn-in of supplies and equipment, TAMMS (manual), Unit level deadlining parts report (SAMS), Unit status report (USR), Weapons data record

OBJECTS RELATED TO PERSONNEL:
Career development, Equal opportunity program, Weight control program, Combat stress casualties, Techniques of stress management, Techniques for motivating soldiers, Authority of NCOs, Army traditions, Army customs, Army environmental program, Problems in executing supervisory actions, Shop safety program, Single parent/family care plan, Unit NCO evaluation report system (NCOERS), Subordinates for leadership roles, Responsibilities of NCOs, Unit level administrative procedures, Programs

OBJECTS RELATED TO TACTICS:
Adjacent platoon, Battle analysis, Defense of recovery teams, Defense of maintenance platoon, Defense of maintenance support team, Defense of a maintenance platoon following enemy contact, Defensive operations, Command and control, Offensive operations, Radiation monitoring

OBJECTS RELATED TO PROPERTY ACCOUNTABILITY:
Inventory of tools and equipment, Property accountability, Controlled cannibalization procedures, Material acquisition and accounting process, SFDLR, Tool control procedures, Publications library

OBJECTS RELATED TO PREVENTATIVE MAINTENANCE:
Preventative maintenance checks and services, Prevention maintenance schedule and record, Oil analysis program, PMCS procedures

OBJECTS RELATED TO MOVEMENT:
Deployment of recovery teams, Division and corps transportation capabilities, Division and corps transportation organization, Loading plan for vehicle to include its trailer, Movement of hazardous materials, Storage of hazardous materials, Movement of unit assets, Packaging and crating of unit supplies/equipment, Reconnaissance of terrain/route to recovery site

OBJECTS RELATED TO FIELD MAINTENANCE:
Battle damage assessment and repair, Field services, Field maintenance site, Replacement/reconstitution point, Unit trains area, Maintenance assistance team, Work flow

OBJECTS RELATED TO LOGISTICS OPERATIONS:
Logistics support for maintenance operations, Logistics support operations (SAILS), Combat service support operations, Maintenance facilities

OBJECTS RELATED TO AUTOMATED SYSTEMS:
Automated logistics support systems, DS/4, SAILS, SAMS, SARSS, TUFMIS, ULLS, SPBS

OBJECTS RELATED TO PLANNING:
Plans, RC mobilization plan, Risk assessment, Standing operating procedures, Unit capabilities to support proposed operations

ACTION VERBS FUNCTIONAL GROUPS

ACTION VERBS RELATED TO LEADING:
Direct, Conduct, Control, Manage, Administer, Supervise

ACTION VERBS RELATED TO FOLLOWING:
Adhere, Apply

ACTION VERBS RELATED TO PREPARING:
Plan, Develop, Organize, Reorganize, Establish, Select

ACTION VERBS RELATED TO DOING:
Execute, Implement, Perform, Deploy, Displace, Coordinate, Integrate

ACTION VERBS RELATED TO JUDGING:
Inspect, Assess, Evaluate, Interpret, Determine

ACTION VERBS RELATED TO SUSTAINING:
Maintain, Monitor, Review, Ensure

ACTION VERBS RELATED TO INFLUENCING:
Counsel, Motivate

ACTION VERBS RELATED TO PROBLEM SOLVING:
Prevent, Reduce, Solve

An Application of the High Transfer Training (HITT)
Methodology with Soft Skills Tasks

Step B

CURRENT STEP B

DEVELOP GENERALIZED COMPONENTS AND OBJECTS LISTS

PURPOSE

To analyze the commonalities and differences in objects and components of objects.

SUMMARY OF THE STEP

Use the TRADOC Forms 550s (Task Analysis Worksheets), Master Data Lists (MDLs), or the Technical Manuals (Tms) related to the Objects List to determine the components of the objects. Use the 550s, MDLs, and Tms to identify the controls, indicators, or parts of the components with which the soldier interfaces. Determine whether components are functionally and physically unique or common. Develop matrices that compare the operational commonality of components. After judging functional and operational commonality, cluster and name the groups of functionally and operationally common components. Assemble the Generalized Components List. Develop matrices of objects versus the generalized components to compare commonality and differences at the objects level. Identify commonalities and differences. Rename objects or groups of objects based on the commonalities or differences, as needed. Prepare the Generalized Objects List.

INPUTS

*   List of Objects from Step A

*   Technical Manuals (TMs)

*   TRADOC Forms 550s or MDLs from SAT

PROCEDURE

1.   Determine the components of all of the objects for which the MOS is responsible. These objects are obtained from the List of Objects from Step A. Components are defined as objects that serve a distinct purpose and constitute the lowest level, and no lower, of the soldiers' interface with the equipment when performing their tasks. For instance, a heading block is a component (section) of a report. A multiplexer is a component of an assemblage, a circuit card is a component (module) of a multiplexer, and a transistor is a component (part) of a circuit card. If, for example, the level of actual operational soldier-machine interface while performing a task is no lower than the multiplexer - then training analysts should not include circuit cards or

transistors in their listing of components for the assemblage object. They would only list the multiplexer.

Summarize the components in matrices or spreadsheets of components versus the individual objects to assist the following analyses. Order the individual objects such that members of functional groups from Step A are placed next to each other.

2.   Determine and list the functional groups of components. Component functional groups work in the same general manner and serve the same purpose. Delete any components that were identified as objects in Step A. Once as a component has been identified as belonging to a functional group, do not consider it for any remaining groups.

3.   Identify and list all functionally unique components that cannot be entered into any of the functional groups created in Step B-2. Functionally unique components serve a single purpose among the objects and are associated with only one object.

4.   Determine functionally and physically common components.
Functionally and physically common components serve a single purpose, are associated with more than one object, are physically the same and have the same nomenclature, configuration, sub-components, and operational controls and indicators. Functionally and physically common components need not be identical makes or models and slight variations in size, shape, and the location or arrangement of parts are acceptable. Judge functional and physical commonality. If members within a functional group are found to share functional and physical commonalities then form one or more groups as appropriate and assign group names. If a component has been identified as functionally and physically common with others, it is assumed to also be operationally common and is not considered for inclusion in Step B-5.

5.   Determine functionally and operationally common components. Functionally and operationally common components serve the same purpose and are manipulated in the same fashion. They have the same general types of controls, indicators, and connectors. This is done by developing matrices of controls, indicators, and parts (at the lowest level of the soldier interface) of the remaining components (after Steps B-3 and B-4) versus the components of the component functional groups. This aids the analyst of the operational commonality of the components. Judge the functional and operational commonality based on the presence or absence of sub-components. Name and list the groups of functionally and operationally common components.

6. Prepare Generalized Components List. Assemble the lists from Steps B-3, -4, and -5. The Generalized Components List is comprised of these lists and organized accordingly.

7. Objects are compared using the generalized components of the objects. To identify the

commonalities or differences in the objects, matrices of objects versus generalized components are developed. Rename objects or groups of objects based on the commonalities or differences shown in the matrices. Prepare the Generalized Objects List.

8. Determine which of the objects and components are to be trained in the resident - versus unit-only environments. Delete all objects and components that are to be unit-only trained from the Generalized Objects and Components Lists. These deleted objects and components lists can be used to determine the requirements for exportable training packages. If your requirement is to develop both resident and non-resident training, annotate the affected items as such and retain them so that you can develop the Learning Specification Worksheets (LSW) for the unit trained packages.

PRODUCTS

*   Generalized Components List

*   Generalized Objects List

PRODUCT USE IN FUTURE STEPS

The Generalized Objects List provides direct input into Step C - Describe Generic Action Statements. The Generalized Components List provides one basis for the determination of Knowledge and Skills in Step D, Describe Knowledge and Skills Groups Associated with the Generic Action Statements.

RECOMMENDED CHANGES TO STEP B:

1.   General.

    *   Remove all references to inputs from SAT. Very little data is available from this source.

    *   Do not provide rigid procedures for the analysis of the objects list. There are too many ways that this analysis can be successfully accomplished.

2.   Based on this Application of HITT.

    *   Replace all references to technical manuals with "data sources." Technical manuals constricts the methodology to hard skill applications only.

    *   Remove all references to controls and indicators. These references constrain the methodology to hardware applications.

COMMENTS:

1.   General.

    *   None.

2.   Based on this Application of HITT.

    *   None.

REVISED STEP B

DEVELOP GENERALIZED COMPONENTS AND OBJECTS LISTS

PURPOSE

To analyze the commonalities and differences in objects and components of objects.

SUMMARY OF THE STEP

Use available data sources related to the Objects in the Functional Groups from Step A to determine the Components of the Objects. The Components of Objects are constituent parts of the Objects. Compare the Objects based on the similarity or differences of their Components and combine, split, or otherwise rearrange the Objects based on this analysis. Use matrices, databases, or any other means available to conduct this analysis. Label new Objects. Likewise, merge, divide, or rearrange the Functional Groups according to differences and commonalities. Label any new Functional Groups. Summarize the Objects and Components for each Functional Group and summarize the Objects and Components for all Functional Groups.

INPUTS

*   List of Objects from Step A arranged in Functional Groups

*   Data collected during the Front End Analysis

PROCEDURE

1.   Use available data sources related to the Objects in the Functional Groups from Step A to determine the Components of the Objects.

2.   Compare the Objects based on the similarity or differences of their Components and combine, split, or otherwise rearrange the Objects based on this analysis. Label new Objects.

3.   Merge, divide, or rearrange the Functional Groups according to differences and commonalities. Label any new groups.

4.   Summarize the Objects and Components for each Functional Group.

5.   Summarize the Objects and Components for all Functional Groups.

PRODUCTS

*   Lists of Components for each Object by Functional Group

*   Lists of Components for each generalized Object in each Functional Group

*   Lists of Components for each new generalized Object in each new Functional Group

*   Summaries of generalized Objects and Components for each new Functional Group

*   Summary of all generalized Objects and Components

PRODUCT USE IN FUTURE STEPS

The Generalized Objects List provides direct input into Step C - Describe Generic Action Statements.

APPLICATION OF HITT TO ORDNANCE ANCOC

Procedures:

1.   Used interview notes and the ANCOC Special Text to determine the Components of the Objects.

2.   Compared the Objects based on the similarity or differences of their Components and combined many Objects based on similar Components. Labeled all new Objects.

3.   Merged several Functional Groups according to commonalities. Labeled the new groups.

4.   Summarized the Objects and Components for each Functional Group.

5.   Summarized the Objects and Components for all Functional Groups.

Products:

*   Lists of Components for each Object by Functional Group - see Enclosure 1

*   Lists of Components for each generalized Object in each Functional Group - see Enclosure 2

*   Lists of Components for each new generalized Object in each new Functional Group - see Enclosure 3

*   Summaries of generalized Objects and Components for each new Functional Group - see Enclosure 4

*   Summary of all generalized Objects and Components - see Enclosure 5

OBJECTS RELATED TO QUALITY CONTROL

Calibrated instrument label
        Nomenclature block
        NSN block
        Serial number block
        Signature block
        Date block

Quality control program
        Technical inspectors
        Informal inspections
        Formal inspections
        Initial inspections
        In-process inspections
        Final inspections
        Inspection worksheets
        In-person conversations
        Telephone conversations
        Informal correspondence
        Notes
        Memos
        Formal correspondence
        Letters
        Reports
        Electronic correspondence
        Faxes
        E-mail
        Inspection standards
        Technical manuals
        SOPs
        Calibration schedules
        Training schedules
        Production schedules
        Inspection schedules
        Customers
        Calibration program
        Calibration schedules
        Calibration labels
        Calibration technicians
        Test, measurement, and diagnostic equipment

OBJECTS RELATED TO QUALITY CONTROL (Cont)

Automated maintenance management forms
Automated maintenance management reports
Automated maintenance management schedules
Manual maintenance management forms
Manual maintenance management reports
Manual maintenance management schedules

Test, measurement and diagnostic equipment (TMDE) program
Calibration program
Calibration schedules
Calibration labels
Calibration technicians
Test, measurement, and diagnostic equipment

OBJECTS RELATED TO FORMS

Document register
    Heading
    Data sections
    Signature block

Equipment modification record
    Heading
    Nomenclature block
    Unit identification block
    NSN block
    Serial number block
    Data section
    Signature block
    Date block

Equipment control record
    Heading
    Data sections
    Signature block

Equipment operator's qualification record
    Heading
    Operator's name block
    Unit block
    Date block
    Data section
    Equipment blocks
    Date blocks
    Restriction blocks
    Signature block
    Printed name block
    Rank block
    Unit block
    Date block

Equipment inspection and maintenance worksheet
    Heading
    Nomenclature block
    Unit designation block

Unit identification code block
NSN block
Serial number block
Type of inspection block
Data section
Discrepancy blocks
Maintenance code blocks
Equipment status blocks
Initials blocks
Signature section
Signature block
Printed name block
Rank block
Unit block
Date block

Inoperative equipment report (SAMS)
Computer system
Monitor on-off switch
Monitor brightness control
Monitor contrast control
Computer on-off switch
Floppy drives
Key board
Function keys
Caps lock
Number key pad
Letters
Space bar
Enter key
Print outs
Heading
Unit block
Period covered block
Data section
Unit identification blocks
Equipment blocks
Nomenclature blocks
NSN blocks

Serial number blocks
Signature block
Rank block
Date block

Maintenance reports/forms
Automated maintenance management reports
Automated maintenance management forms
Automated maintenance management listings
Manual maintenance management reports
Manual maintenance management forms
Manual maintenance management listings
Automated repair parts supply reports
Automated repair parts supply forms
Automated repair parts supply listings
Manual repair parts supply reports
Manual repair parts supply forms
Manual repair parts supply listings
Computer systems
Monitors
Computers
Keyboards
Print outs
Headings
Data sections
Signature blocks
Date blocks

Maintenance request register
Heading
Nomenclature block
Unit identification block
NSN block
Serial number block
Data section
Equipment identification section
Type of request section
Condition code block
Fault identification block

Signature block
Date block

Maintenance request (SAMS)
       Computer systems
       Monitors
       Computers
       Key boards
       Print outs
       Heading
       Nomenclature block
       Unit identification block
       NSN block
       Serial number block
       Priority code block
       Data section
       Equipment identification section
       Type of request section
       Condition code block
       Fault identification block
       Disposition block
       Signature section
       Signature block
       Date block

Bench stock listing
       Heading
       Unit identification block
       Unit location block
       Date block
       Data sections
       Stock description blocks
       NSN blocks
       Quantity authorized block
       Authorization section
       Signature block
       Rank block
       Unit block
       Date block

Open work request reconciliation listing
        Heading
        Work request number block
        Unit identification block
        Unit identification code block
        Priority code block
        Data section
        Repairs required blocks
        Repair parts required blocks
        NSN blocks
        Date ordered blocks
        Signature section
        Signature block
        Date block

Organizational control record for equipment
        Heading
        Unit identification block
        Date block
        Equipment listing section
        Nomenclature blocks
        NSN blocks
        Quantity blocks
        Authorization section
        Signature block
        Rank block
        Date block

Unit demands summary listing (automated)
        Computer systems
        Monitors
        Computers
        Key boards
        Print outs
        Heading
        Date block
        Unit identification block
        Data section
        Pert number blocks

NSN blocks
Number of demands blocks
Signature section
Signature block
Date block

Shop work load summary listing
Heading
Unit identification block
Unit identification code block
Priority codes section
Data section
Equipment status section
NSN blocks
Signature section
Signature block
Date block

Shop deadline and deferred workload listing
Heading
Unit identification block
Unit identification code block
Priority codes section
Data section
Equipment status section
NSN blocks
Signature section
Signature block
Date block

Material condition status report
Heading
Unit identification block
Unit identification code block
Priority codes section
Data section
Equipment status section
NSN blocks
Signature section

Signature block
Date block

PLL change listing (automated)
Computer systems
Monitors
Computers
Key boards
Print outs

Prescribed load list (PLL)
Unit block
Unit identification code
Parts listing section
Quantity authorized section
Authorization signature
Authorization date

Request for issue/turn-in of supplies and equipment
Unit block
Unit identification code
Item description section
NSN blocks
Quantity section
Priority block
Technical manual block
Reason for turn-in block
Signature block
Date block
Approval block

TAMMS (manual)
Manual maintenance management reports
Manual maintenance management forms
Manual maintenance management listings
Manual repair parts supply reports
Manual repair parts supply forms
Manual repair parts supply listings

OBJECTS RELATED TO FORMS (Cont)

Unit level deadlining parts report (SAMS)
        Computer systems
        Monitors
        Computers
        Key boards
        Print outs

Unit status report (USR)
        Computer systems
        Monitors
        Computers
        Key boards
        Print outs

Weapons data record
        Heading
        Data section
        Signature section

OBJECTS RELATED TO PERSONNEL

Career development
> Observations of subordinates
> Conversations with subordinates
> Correspondence with subordinates
> Formal counseling sessions
> Informal counseling sessions
> Efficiency reports
> Personnel reference materials
> Personnel records
> Training reference materials
> Training records

Equal opportunity program
> Observations of subordinates
> Conversations with subordinates
> Correspondence with subordinates
> Formal counseling sessions
> Informal counseling sessions
> Efficiency report entries
> Program reference materials
> Program records

Weight control program
> Observations of subordinates
> Conversations with subordinates
> Correspondence with subordinates
> Formal counseling sessions
> Informal counseling sessions
> Efficiency report entries
> Program reference materials
> Personnel records
> Medical records
> AR 600-9
> Calibrated scales
> Fat density measurement tool

Combat stress casualties
> Observations of subordinates
> Conversations with subordinates

Reference materials
Training sessions
Counseling sessions
Health care providers
Unit ministry team
Medical records
FM 26-2
Community recreational professionals

Techniques of stress management
Reference materials
FM 26-2
Health care providers
Unit ministry team
Community recreational professionals
Education programs
Treatment programs
Training programs
Suicide prevention
Spiritual fitness
Hypertension identification
Health risk appraisal
Family fitness program
Observation of subordinates
Conversations with subordinates
Counseling sessions

Techniques for motivating soldiers
Principles of motivation
Maslows' hierarchy of needs theory
Professional ethics
Team spirit activities
Conversations with individuals
Conversations with groups
Correspondence with individuals
Correspondence with groups
Reference materials
FM 22-100
FM 22-102

FM 22-103

Authority of NCOs
> Army reference materials
> Sergeants Major Academy reference materials
> NCO Academy reference materials
> Unit standing operating procedures
> Conversations with superiors
> Correspondence with superiors
> Conversations with peers
> Correspondence with peers
> Conversations with subordinates
> Correspondence with subordinates
> Uniform Code of Military Justice

Army traditions
> Army reference materials
> Sergeants Major Academy reference materials
> NCO Academy reference materials
> Conversations with superiors
> Correspondence with superiors
> Conversations with peers
> Correspondence with peers
> Historical publications

Army customs
> Army reference materials
> Sergeants Major Academy reference materials
> NCO Academy reference materials
> Unit standing operating procedures
> Conversations with superiors
> Correspondence with superiors
> Conversations with peers
> Correspondence with peers
> Historical publications

Army environmental program
> Army reference materials
> Sergeants Major Academy reference materials
> NCO Academy reference materials

Conversations with superiors
Correspondence with superiors
Conversations with peers
Correspondence with peers
Environmental awareness
Environmental laws
Environmental regulations
Environmental policies
Environmental goals
Maneuver damage
Field sanitation
Noise pollution
Training plans
Environmental protection
Historic preservation
Solid waste
Hazardous materials

Problems in executing supervisory actions
Conversations with subordinates
Correspondence with subordinates
Observations of subordinates
Uniform Code of Military Justice
Motivation,
Leadership
Technical competence
Stress management
Resource limitations
Risk assessment
Fear
Insubordination

Shop safety program
Safety regulations
Unit standing operating procedures
Shop safety plan
Observations of personnel
Foreign object damage program
Fire fighting equipment

Tool control procedures
Personal protective gear
Warning labels
Ventilation
Lifting devices

Single parent/family care plan
Army reference materials
Sergeants Major Academy reference materials
NCO Academy reference materials
Conversations with subordinates
Correspondence with subordinates
Formal counseling sessions
Informal counseling sessions
Personnel reference materials

Unit NCO evaluation report system (NCOERS)
Observations of subordinates
Conversations with subordinates
Correspondence with subordinates
Formal counseling sessions
Informal counseling sessions
Efficiency reports
Personnel reference materials
Personnel records
Training reference materials
Training records
Army reference materials
Report forms

Subordinates for leadership roles
Army reference materials
Sergeants Major Academy reference materials
NCO Academy reference materials
Observations of subordinates
Conversations with subordinates
Correspondence with subordinates
Formal counseling sessions
Informal counseling sessions

Efficiency reports
Personnel reference materials
Personnel records
Training reference materials
Training records

Responsibilities of NCOs
Army reference materials
Sergeants Major Academy reference materials
NCO Academy reference materials
Unit standing operating procedures
Conversations with superiors
Correspondence with superiors
Conversations with peers
Correspondence with peers
Conversations with subordinates
Correspondence with subordinates
Uniform Code of Military Justice

Unit level administrative procedures
Army reference materials
Sergeants Major Academy reference materials
NCO Academy reference materials
Unit standing operating procedures
Office management
Filing systems
Office management reports

Programs
Army reference materials
Sergeants Major Academy reference materials
NCO Academy reference materials
Unit standing operating procedures

OBJECTS RELATED TO TACTICS

Adjacent platoon
>   Coordination
>   Defense
>   Offense
>   Topographic maps
>   Map reading
>   Terrain analysis
>   Mission
>   Dismounted patrols
>   Interlocking fires
>   Indirect fire support
>   Communications
>   Verbal orders
>   Written orders

Battle analysis
>   Military decision making
>   Terrain analysis
>   Coordination
>   Defense
>   Offense
>   Topographic maps
>   Map reading
>   Mission
>   Direct fires
>   Indirect fire support
>   Communications
>   Verbal orders
>   Written orders
>   Maneuver
>   Air support
>   Reconnaissance
>   Operational readiness
>   Enemy capabilities
>   Intelligence
>   Supply
>   Transportation
>   Maintenance support
>   Logistical planing

Maneuver planning
Fire support planning
Command and control

Defense of recovery teams
Perimeter security
Interlocking fires
Indirect fire support
Military decision making
Terrain analysis
Coordination
Topographic maps
Map reading
Communications
Verbal orders
Written orders
Air support
Enemy capabilities
Intelligence
Command and control

Defense of maintenance platoon
Perimeter security
Interlocking fires
Indirect fire support
Military decision making
Terrain analysis
Coordination
Topographic maps
Map reading
Communications
Verbal orders
Written orders
Air support
Enemy capabilities
Intelligence
Command and control

Defense of maintenance support team
        Perimeter security
        Interlocking fires
        Indirect fire support
        Military decision making
        Terrain analysis
        Coordination
        Topographic maps
        Map reading
        Communications
        Verbal orders
        Written orders
        Air support
        Enemy capabilities
        Intelligence
        Command and control

Defense of a maintenance platoon following enemy contact
        Perimeter security
        Interlocking fires
        Indirect fire support
        Military decision making
        Terrain analysis
        Coordination
        Topographic maps
        Map reading
        Communications
        Verbal orders
        Written orders
        Air support
        Enemy capabilities
        Intelligence
        Command and control

Defensive operations
        Perimeter security
        Interlocking fires
        Indirect fire support
        Military decision making

Terrain analysis
Coordination
Topographic maps
Map reading
Communications
Verbal orders
Written orders
Air support
Enemy capabilities
Intelligence
Command and control

Command and control
Written orders
Verbal orders in person
Verbal orders by radio
Verbal orders by telephone
Direct fires
Indirect fires
Mounted maneuver
Dismounted maneuver
Communications devices
Secure communications
Hand and arm signals

Offensive operations
Frontal attacks
Turning movements
Envelopments
Air Land Battle principles
Mounted maneuvers
Dismounted maneuvers
Air support
Command and control
Objectives
Intelligence
Communications
Avenues of approach
Military decision making

Terrain analysis
Coordination
Topographic maps
Map reading
Mission
Direct fires
Indirect fire support
Verbal orders
Written orders
Reconnaissance
Operational readiness
Enemy capabilities
Supply
Transportation
Maintenance support
Logistical planing
Maneuver planning
Fire support planning
Command and control

Radiation monitoring
Monitoring plan
Dosimeters
Radiac meters
Levels of radiation
Protective clothing
Terrain analysis
Topographic maps
Map reading
Warning devices
Alarms
Alarm signals
Plotting

OBJECTS RELATED TO PROPERTY ACCOUNTABILITY

Inventory of tools and equipment
        Tool identification
        Equipment identification
        Serial numbers
        Technical manuals
        Supply bulletins
        Technical bulletins
        Property books
        Serviceability
        Storage of equipment
        Packing
        Preservation
        Packaging
        National stock numbers

Property accountability
        Army publications
        Local publications
        Army regulations
        Local regulations
        Inventories
        Inventory schedules
        Serial numbers
        Technical manuals
        Supply bulletins
        Technical bulletins
        Property books
        Serviceability
        Storage of equipment
        Packing
        Preservation
        Packaging
        National stock numbers

Controlled cannibalization procedures
        Army regulations
        Local standing operating procedures
        Problems with cannibalization
        Purpose of cannibalization

OBJECTS RELATED TO PROPERTY ACCOUNTABILITY (Cont)

Documentation required
Turn-in of unserviceables
Estimated cost of damage inspections
Actual cost of damage inspections
Battle Damage Assessment and Repair
Hanger queens

Material acquisition and accounting process
Property accountability
Demand data
Major items of equipment
Depot level repairables
Stock funding of depot level repairables
Packing
Preservation
Packaging
Inventories
Storage
Transportation
Order-ship time
Unserviceable material
Repair parts supply
Prescribed load list
TUFMISS
DS/4
Operational readiness
Supply forms
Supply listings
Supply reports

Stock Funding of Depot Level Repairables (SFDLR)
Army regulations
Inventories
Inventory schedules
Serial numbers
Technical manuals
Supply bulletins
Technical bulletins
Property books

Serviceability
Estimated/actual cost of damage inspections
Packing, preservation, and packaging
National stock numbers
Property accountability
Demand data
Major items of equipment
Depot level repairables
Transportation
Order-ship time
Unserviceable material
Repair parts supply
TUFMISS, DS/4
Operational readiness
Supply forms, listings, reports

Tool control procedures
Army regulations
Local SOPs
Tool identification
Serial numbers
Technical manuals
Supply bulletins
Technical bulletins
Serviceability
Storage of equipment
Packing
Preservation
Packaging
National stock numbers
Documentation

Publications library
Army regulations
Maintenance Update
Supply Update
Technical manuals
Supply bulletins
Technical bulletins

OBJECTS RELATED TO PROPERTY ACCOUNTABILITY (Cont)

Order forms
Ordering process
Changes
Posting changes
Disposition of out-of-date publications
Micro-fich readers
Dissemination of changes

OBJECTS RELATED TO PREVENTATIVE MAINTENANCE

Preventative maintenance checks and services
>   Army regulations
>   Maintenance Update
>   Scheduled services
>   Motor stables
>   Proper lubrication
>   Fluid levels
>   Army Oil Analysis Program
>   DD Form 314
>   DA Form 2404
>   Inspection techniques
>   Importance of PMCS
>   Daily inspections
>   Quarterly services
>   Semi-annual services
>   Annual services

Prevention maintenance schedule and record
>   Army regulations
>   Maintenance Update
>   Scheduled services
>   Army Oil Analysis Program
>   DD Form 314
>   DA Form 2404
>   Importance of PMCS
>   Daily inspections
>   Quarterly services
>   Semi-annual services
>   Annual services

Oil analysis program
>   Army regulations
>   Collections
>   Interpretation of results
>   Importance of the program
>   Program limitations

OBJECTS RELATED TO PREVENTATIVE MAINTENANCE (Cont)

PMCS procedures
- Army regulations
- Maintenance Update
- Scheduled services
- Motor stables
- Proper lubrication
- Fluid levels
- Army Oil Analysis Program
- DD Form 314
- DA Form 2404
- Inspection techniques
- Importance of PMCS
- Daily inspections
- Quarterly services
- Semi-annual services
- Annual services

OBJECTS RELATED TO MOVEMENT

Deployment of recovery teams
    Recovery requests
    Map reconnaissance
    Route reconnaissance
    Topographic maps
    Map reading
    Tools and equipment
    Communications planning
    Communications testing
    Weapons selection
    Weapons testing
    Determination of ammunition requirements
    Reference materials
    Personnel selection
    Verbal briefings
    Written directions
    Recovery vehicle selection
    Command and control

Division and corps transportation capabilities
    Transportation assets
    Organizations
    Plans
    Standing operating procedures
    Transportation requests
    Priorities
    Organic capabilities

Division and corps transportation organization
    Vehicles
    Personnel
    Equipment

Loading plan for vehicle to include its trailer
    Local SOPs
    Purpose of loading plans
    Elements of a loading plan
    Vehicle on-road weight capacities
    Vehicle off-road weight capacities

Vehicle cube capacities
Spread loading

Movement of hazardous materials
Army regulations
Federal regulations
State and local regulations
Requests
Plans
Approval process
Packing and packaging
Loading plans

Storage of hazardous materials
Army regulations
Federal regulations
State and local regulations
Facility requirements
Packing and packaging

Movement of unit assets
Army publications
Local SOPs
Map reconnaissance
Route reconnaissance
Topographic maps
Map reading
Communications planning
Communications testing
Verbal briefings
Written directions
Command and control
Loading plans
Spread loading
Packing and packaging
Inventories
Convoy operations
Hand and arm signals
Planning

OBJECTS RELATED TO MOVEMENT (Cont)

Vehicle capacities
Loading materials
Material handling equipment
Lifting devices

Packaging and crating of unit supplies/equipment
Army publications
Local SOPs
Packaging materials
Packing techniques
Property accountability

Reconnaissance of terrain/route to recovery site
Recovery requests
Map reconnaissance
Route reconnaissance
Bridge classifications
Slope estimation
Topographic maps
Map reading
Communications planning
Communications testing
Weapons selection
Weapons testing
Determination of ammunition requirements
Reference materials
Personnel selection
Verbal briefings
Written directions
Vehicle selection
Command and control

OBJECTS RELATED TO FIELD MAINTENANCE

Battle damage assessment and repair
>Army publications
>Local SOPs
>Controlled cannibalization
>Property accountability
>BDAR techniques
>Quick fixes

>Defensive operations
>Field maintenance sites
>Documentation required

Field services
>Army publications
>Local SOPs
>Field site selection
>Battle damage assessment and repair
>Defensive operations
>Field facilities
>Field sanitation
>Maintenance workflow
>Reconstitution points
>Recovery operations
>Retrograde of unserviceables

Field maintenance site
>Army publications
>Local SOPs
>Site selection techniques
>Defensive operations
>Soil analysis
>Maintenance workflow
>Field sanitation
>Main supply routes
>Cover and concealment

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OBJECTS RELATED TO FIELD MAINTENANCE (Cont)

Replacement/reconstitution point
>Army publications
>Local SOPs
>Battle damage assessment and repair
>Retrograde of unserviceables
>Main supply routes
>Property accountability
>Documentation
>Material handling equipment
>Controlled cannibalization
>Field facilities

Unit trains area
>Army publications
>Local SOPs
>Site selection techniques
>Defensive operations
>Soil analysis
>Maintenance workflow
>Field sanitation
>Main supply routes
>Cover and concealment

Maintenance assistance team
>Army publications
>Local publications
>Planning for special missions
>Team's personnel organization
>Tools and test equipment requirements
>Team missions
>Technical assistance requests
>Conduct of technical assistance visits
>Reporting results of visits
>Follow-up actions

OBJECTS RELATED TO FIELD MAINTENANCE (Cont)

Workflow
> Army publications
> Local SOPs
> Maintenance missions
> Shop layouts
> Shop operations
> Shop safety
> Initial inspections
> In-process inspections
> Final inspections

OBJECTS RELATED TO LOGISTICS OPERATIONS

Logistics support for maintenance operations
       Army publications
       Local SOPs
       Supply support
       Transportation support
       Financial accounting
       Repair parts supply
       Depot level repairables
       Stock funds
       Storage of supplies
       Inventories
       Computer systems
       Reports and listings
       Property accountability

Logistics support operations (SAILS)
       Army publications
       Computer systems
       Computer programs
       Financial accounting
       Repair parts supply
       Depot level repairables
       Stock funds

Combat service support operations
       Army publications
       Local SOPs
       Maintenance operations
       Combat vehicle maintenance
       Engineer equipment maintenance
       Communications equipment maintenance
       COMSEC maintenance
       Tactical vehicle maintenance
       Maintenance planning
       Shop operations
       Inspections
       Workflow
       Supply operations
       Repair parts supply

OBJECTS RELATED TO LOGISTICS OPERATIONS Cont)

Depot level repairables
Stock funding
Transportation operations
Transportation requests
Retrograde of unservicables
Property accountability
Computer systems
Computer programs

Maintenance facilities
Army publications
Local SOPs
Shop operations
Fixed facilities
Field facilities
Workflow
Shop safety

OBJECTS RELATED TO AUTOMATED SYSTEMS

Automated logistics support systems
> Army publications
> Local SOPs
> Computer systems
> Computer programs
> Listings and reports
> Repair parts supply programs
> Stock funding of depot level repairables
> Supply requests
> Transportation requests
> Maintenance management programs
> Historical maintenance reports
> Material readiness
> Financial accounting

DS/4
> Army publications
> Computer systems
> Computer programs
> Listings and reports
> Data entry
> Program capabilities
> Program requirements
> Interfaces
> Peripherals
> Maintenance management
> Supply management
> Financial accounting

SAILS
> Army publications
> Computer systems
> Computer programs
> Listings and reports
> Data entry
> Program capabilities
> Program requirements
> Interfaces
> Peripherals

OBJECTS RELATED TO AUTOMATED SYSTEMS (Cont)

Maintenance management
Supply management
Financial accounting

SAMS

Army publications
Computer systems
Computer programs
Listings and reports
Data entry
Program capabilities
Program requirements
Interfaces
Peripherals
Maintenance management
Supply management
Financial accounting

SARSS

Army publications
Computer systems
Computer programs
Listings and reports
Data entry
Program capabilities
Program requirements
Interfaces
Peripherals
Maintenance management
Supply management
Financial accounting

TUFMIS

Army publications
Computer systems
Computer programs
Listings and reports
Data entry
Program capabilities

OBJECTS RELATED TO AUTOMATED SYSTEMS (Cont)

Program requirements
Interfaces
Peripherals
Maintenance management
Supply management
Financial accounting

ULLS

Army publications
Computer systems
Computer programs
Listings and reports
Data entry
Program capabilities
Program requirements
Interfaces
Peripherals
Maintenance management
Supply management
Financial accounting

SPBS

Army publications
Computer systems
Computer programs
Listings and reports
Data entry
Program capabilities
Program requirements
Interfaces
Peripherals
Maintenance management
Supply management
Financial accounting

OBJECTS RELATED TO PLANNING

Plans
> Army publications
> Local SOPs
> Types of plans
> Tactical planning
> Maintenance management plans
> Backward planning techniques
> Operations orders
> Logistics annexes
> Planning principles
> Risk assessment

RC mobilization plan
> Army publications
> RC missions
> RC organizations
> Maintenance capabilities
> Plan elements
> Purpose of mobilization plans

Risk assessment
> Army publications
> Levels of risk
> Circumstances
> Consequences
> Advantages

Standing operating procedures
> Army publications
> Local SOPs
> Purpose of SOPs
> Elements of SOPs
> Maintenance management SOPs
> Review process
> Approval process

Unit capabilities to support proposed operations
> Army publications
> Local SOPs
> Personnel

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Vehicles
Tools and test equipment
Weapons and ammunition

Recovery assets
Power generation equipment
Materials handling equipment
Tactical operations plans
Maintenance management plans

OBJECTS RELATED TO QUALITY CONTROL

QUALITY CONTROL PROGRAM

Automated maintenance management forms
Automated maintenance management schedules
Automated maintenance management reports
Calibration label nomenclature block
Calibration label signature block
Calibration label serial number block
Calibration label NSN block
Calibration schedules
Calibration label date block
Calibration schedules
Calibration program
Calibration technicians
Customers
E-mail
Electronic correspondence
Faxes
Final inspections
Formal inspections
Formal correspondence
In-person conversations
In-process inspections
Informal correspondence
Informal inspections
Initial inspections
Inspection schedules
Inspection standards
Inspection worksheets
Letters
Manual maintenance management schedules
Manual maintenance management reports
Manual maintenance management forms
Memos
Notes
Production schedules
Reports
SOPs
Technical manuals

OBJECTS RELATED TO QUALITY CONTROL (Cont.)

Technical inspectors
Telephone conversations
Test, measurement, and diagnostic equipment
Training schedules

OBJECTS RELATED TO FORMS

MANUAL MAINTENANCE MANAGEMENT REPORTS

Authorization section
Condition code block
Data section
Date ordered blocks
Date block
Discrepancy blocks
Equipment listing section
Equipment identification section
Equipment status section
Fault identification block
Heading
Initials blocks
Maintenance code blocks
Nomenclature block
NSN block
Printed name block
Priority codes section
Quantity blocks
Rank block
Repair parts required blocks
Repairs required blocks
Serial number block
Signature block
Type of inspection block
Type of request section
Unit block
Unit identification code block
Unit designation block

EQUIPMENT OPERATOR'S QUALIFICATION RECORD

Data section
Date block
Date block
Date blocks
Equipment blocks
Heading

Operator's name block
Printed name block
Rank block
Restriction blocks
Signature block
Unit block
Unit block

AUTOMATED MAINTENANCE MANAGEMENT REPORTS

Caps lock
Computer systems
Computer on-off switch
Condition code block
Data section
Date block
Disposition block
Enter key
Equipment identification section
Equipment blocks
Equipment status section
Fault identification block
Floppy drives
Function keys
Heading
Key boards
Letters
Monitor brightness control
Monitor contrast control
Monitor on-off switch
Monitors
Nomenclature block
NSN blocks
Number key pad
Period covered block
Print outs
Priority codes section
Rank block
Serial number blocks
Signature block
Space bar
Type of request section
Unit block
Unit identification block
Unit identification code block

MANUAL REPAIR PARTS LISTINGS

Authorization section

Authorization signature
Authorization date
Data sections
Date block
Heading
NSN blocks
Parts listing section
Quantity authorized blocks
Rank block
Signature block
Stock description blocks
Unit identification block
Unit location block
Unit block
Unit identification code

AUTOMATED REPAIR PARTS LISTINGS

Computer systems
Data section
Date block
Heading
Key boards
Monitors
NSN blocks
Number of demands blocks
Part number blocks
Print outs
Signature block
Unit identification block

MANUAL REPAIR PARTS REQUESTS

Approval block
Date block
Item description section
NSN blocks
Priority block
Quantity section
Reason for turn-in block
Signature block

Technical manual block
Unit identification code
Unit block

OBJECTS RELATED TO PERSONNEL

DEVELOPMENT OF SUBORDINATES

Army reference materials
Conversations with subordinates
Correspondence with subordinates
Efficiency report entries
Efficiency reports
Formal counseling sessions
Informal counseling sessions
Medical records
NCO Academy reference materials
Observations of subordinates
Personnel records
Personnel reference materials
Program reference materials
Program records
Report forms
Sergeants Major Academy reference materials
Training reference materials
Training records

STRESS MANAGEMENT

Community recreational professionals
Conversations with subordinates
Counseling sessions
Education programs
Family fitness program
FM 26-2
Health risk appraisal
Health care providers
Hypertension identification
Medical records
Observations of subordinates
Reference materials
Spiritual fitness
Suicide prevention
Training sessions
Training programs

Treatment programs
Unit ministry team

LEADERSHIP

Army reference materials
Conversations with superiors
Conversations with subordinates
Conversations with peers
Conversations with groups
Conversations with individuals
Correspondence with peers
Correspondence with subordinates
FM 22-100
FM 22-103
FM 22-102
Formal counseling sessions
Informal counseling sessions
Insubordination
Maslows' hierarchy of needs theory
Motivation
NCO Academy reference materials
Observations of subordinates
Personnel reference materials
Principles of motivation
Professional ethics
Reference materials
Resource limitations
Risk assessment
Sergeants Major Academy reference materials
Stress management
Team spirit activities
Technical competence
Uniform Code of Military Justice
Unit standing operating procedures

ARMY TRADITIONS

Army reference materials
Conversations with peers
Conversations with superiors

Correspondence with peers
Correspondence with superiors
Historical publications
NCO Academy reference materials
Sergeants Major Academy reference materials
Unit standing operating procedures

UNIT LEVEL ADMINISTRATIVE PROCEDURES

Army reference materials
Filing systems
NCO Academy reference materials
Office management
Office management reports
Sergeants Major Academy reference materials
Unit standing operating procedures

OBJECTS RELATED TO TACTICS

DEFENSIVE OPERATIONS

Air support
Command and control
Communications
Coordination
Dismounted patrols
Enemy capabilities
Indirect fire support
Intelligence
Interlocking fires
Map reading
Military decision making
Mission
Perimeter security
Terrain analysis
Topographic maps
Verbal orders
Written orders
Written orders

OFFENSIVE OPERATIONS

Air support
Air Land Battle principles
Avenues of approach
Command and control
Communications
Communications devices
Coordination
Direct fires
Dismounted maneuver
Enemy capabilities
Envelopments
Fire support planning
Frontal attacks
Hand and arm signals
Indirect fire support
Intelligence

Interlocking fires
Logistical planing
Maintenance support
Maneuver planning
Maneuver
Map reading
Military decision making
Mission
Mounted maneuvers
Objectives
Offense
Operational readiness
Perimeter security
Reconnaissance
Secure communications
Supply
Terrain analysis
Topographic maps
Transportation
Turning movements
Verbal orders
Verbal orders by telephone
Verbal orders by radio
Written orders
Written orders

RADIATION MONITORING

Monitoring plan
Dosimeters
Radiac meters
Levels of radiation
Protective clothing
Terrain analysis
Topographic maps
Map reading
Warning devices
Alarms
Alarm signals
Plotting

OBJECTS RELATED TO PROPERTY ACCOUNTABILITY

PROPERTY ACCOUNTABILITY

Army regulations
Army publications
Documentation
Equipment identification
Inventories
Inventory schedules
Local publications
National stock numbers
Packaging
Packing
Preservation
Property books
Serial numbers
Serviceability
Storage of equipment
Supply bulletins
Technical bulletins
Technical manuals
Tool identification

CONTROLLED CANNIBALIZATION PROCEDURES

Actual cost of damage inspections
Army regulations
Battle Damage Assessment and Repair
Documentation required
Estimated cost of damage inspections
Hanger queens
Local standing operating procedures
Problems with cannibalization
Purpose of cannibalization
Turn-in of unserviceables

MATERIAL ACQUISITION AND ACCOUNTING PROCESS

Army regulations
Demand data
Depot level repairables
DS/4
Estimated/actual cost of damage inspections
Inventories
Inventory schedules
Major items of equipment
National stock numbers
Operational readiness
Order-ship time
Packing, preservation, and packaging
Prescribed load list
Property books
Property accountability
Repair parts supply
Serial numbers
Serviceability
Stock funding of depot level repairables
Storage
Supply forms, listings, reports
Supply bulletins
Technical bulletins
Technical manuals
Transportation
TUFMISS
Unserviceable material

PUBLICATIONS LIBRARY

Army regulations
Changes
Disposition of out-of-date publications
Dissemination of changes
Maintenance Update
Micro-fich readers
Order forms
Ordering process
Posting changes
Supply Update

Supply bulletins
Technical bulletins
Technical manuals

OBJECTS RELATED TO PREVENTATIVE MAINTENANCE

PREVENTATIVE MAINTENANCE CHECKS AND SERVICES

Annual services
Army regulations
Army Oil Analysis Program
DA Form 2404
Daily inspections
DD Form 314
Fluid levels
Importance of PMCS
Inspection techniques
Maintenance Update
Motor stables
Proper lubrication
Quarterly services
Scheduled services
Semi-annual services

OIL ANALYSIS PROGRAM

Army regulations
Collections
Importance of the program
Interpretation of results
Program limitations

OBJECTS RELATED TO MOVEMENT

DEPLOYMENT OF UNIT ASSETS

Army publications
Bridge classifications
Command and control
Communications testing
Communications planning
Convoy operations
Determination of ammunition requirements
Hand and arm signals
Inventories
Lifting devices
Loading plans
Loading materials
Local SOPs
Map reading
Map reconnaissance
Material handling equipment
Packing and packaging
Personnel selection
Planning
Recovery vehicle selection
Recovery requests
Reference materials
Route reconnaissance
slope estimation
Spread loading
Tools and equipment
Topographic maps
Vehicle selection
Vehicle capacities
Verbal briefings
Weapons selection
Weapons testing
Written directions

DIVISION AND CORPS TRANSPORTATION CAPABILITIES

Organic capabilities

Organizations
Plans
Priorities
Standing operating procedures
Transportation assets
Transportation requests

DIVISION AND CORPS TRANSPORTATION ORGANIZATION

Equipment
Personnel
Vehicles

LOADING PLAN FOR VEHICLE TO INCLUDE ITS TRAILER

Elements of a loading plan
Local SOPs
Purpose of loading plans
Spread loading
Vehicle on-road weight capacities
Vehicle cube capacities
Vehicle off-road weight capacities

HAZARDOUS MATERIALS

Approval process
Army regulations
Facility requirements
Federal regulations
Loading plans
Packing and packaging
Plans
Requests
State and local regulations

PACKAGING AND CRATING OF UNIT SUPPLIES/EQUIPMENT

Army publications
Local SOPs
Packaging materials
Packing techniques
Property accountability

OBJECTS RELATED TO FIELD MAINTENANCE

FIELD SERVICES

Army publications
Battle damage assessment and repair
Defensive operations
Field sanitation
Field site selection
Field facilities
Final inspections
In-process inspections
Initial inspections
Local SOPs
Maintenance missions
Maintenance workflow
Reconstitution points
Recovery operations
Retrograde of unserviceables
Shop layouts
Shop operations
Shop safety

FIELD MAINTENANCE SITES

Army publications
Cover and concealment
Defensive operations
Field sanitation
Local SOPs
Main supply routes
Maintenance workflow
Site selection techniques
Soil analysis

REPLACEMENT/RECONSTITUTION POINT

Army publications

Battle damage assessment and repair
BDAR techniques
Controlled cannibalization
Defensive operations
Documentation required
Field maintenance sites
Field facilities
Local SOPs
Main supply routes
Material handling equipment
Property accountability
Quick fixes
Retrograde of unserviceables

MAINTENANCE ASSISTANCE TEAM

Army publications
Conduct of technical assistance visits
Follow-up actions
Local publications
Planning for special missions
Reporting results of visits
Team missions
Team's personnel organization
Technical assistance requests
Tools and test equipment requirements

OBJECTS RELATED TO LOGISTICS OPERATIONS

COMBAT SERVICE SUPPORT OPERATIONS

Army publications
Combat vehicle maintenance
Communications equipment maintenance
Computer systems
COMSEC maintenance
Depot level repairables
Engineer equipment maintenance
Financial accounting
Inspections
Inventories
Local SOPs
Maintenance planning
Maintenance operations
Property accountability
Repair parts supply
Reports and listings
Retrograde of unservicables
Shop operations
Stock funds
Storage of supplies
Supply operations
Tactical vehicle maintenance
Transportation operations
Workflow

MAINTENANCE FACILITIES

Army publications
Local SOPs
Shop operations
Fixed facilities
Field facilities
Workflow
Shop safety

OBJECTS RELATED TO AUTOMATED SYSTEMS

AUTOMATED LOGISTICS SUPPORT SYSTEMS

Army publications
Computer systems
Computer programs
Data entry
Financial accounting
Historical maintenance reports
Interfaces
Listings and reports
Local SOPs
Maintenance management
Maintenance management programs
Material readiness
Peripherals
Program requirements
Program capabilities
Repair parts supply programs
Stock funding of depot level repairables
Supply management
Supply requests
Transportation requests

OBJECTS RELATED TO PLANNING

PLANS

Army publications
Backward planning techniques
Local SOPs
Logistics annexes
Maintenance management plans
Operations orders
Planning principles
Risk assessment
Tactical planning
Types of plans

RC MOBILIZATION PLAN

Army publications
Maintenance capabilities
Plan elements
Purpose of mobilization plans
RC missions
RC organizations

RISK ASSESSMENT

Advantages
Army publications
Circumstances
Consequences
Levels of risk

STANDING OPERATING PROCEDURES

Approval process
Army publications
Elements of SOPs
Local SOPs
Maintenance management SOPs
Purpose of SOPs
Review process

UNIT CAPABILITIES TO SUPPORT PROPOSED OPERATIONS

Army publications
Local SOPs
Maintenance management plans
Materials handling equipment
Personnel
Power generation equipment
Recovery assets
Tactical operations plans
Tools and test equipment
Vehicles
Weapons and ammunition

OBJECTS RELATED TO PERSONNEL

DEVELOPMENT OF SUBORDINATES

Army reference materials
Conversations with subordinates
Correspondence with subordinates
Efficiency report entries
Efficiency reports
Formal counseling sessions
Informal counseling sessions
Medical records
NCO Academy reference materials
Observations of subordinates
Personnel records
Personnel reference materials
Program reference materials
Program records
Report forms
Sergeants Major Academy reference materials
Training reference materials
Training records

STRESS MANAGEMENT

Community recreational professionals
Conversations with subordinates
Counseling sessions
Education programs
Family fitness program
FM 26-2
Health risk appraisal
Health care providers
Hypertension identification
Medical records
Observations of subordinates
Reference materials
Spiritual fitness
Suicide prevention
Training sessions
Training programs

Treatment programs
Unit ministry team

LEADERSHIP

Army reference materials
Conversations with superiors
Conversations with subordinates
Conversations with peers
Conversations with groups
Conversations with individuals
Correspondence with peers
Correspondence with subordinates
FM 22-100
FM 22-103
FM 22-102
Formal counseling sessions
Informal counseling sessions
Insubordination
Maslows' hierarchy of needs theory
Motivation
NCO Academy reference materials
Observations of subordinates
Personnel reference materials
Principles of motivation
Professional ethics
Reference materials
Resource limitations
Risk assessment
Sergeants Major Academy reference materials
Stress management
Team spirit activities
Technical competence
Uniform Code of Military Justice
Unit standing operating procedures

ARMY TRADITIONS

Army reference materials
Conversations with peers
Conversations with superiors

Correspondence with peers
Correspondence with superiors
Historical publications
NCO Academy reference materials
Sergeants Major Academy reference materials
Unit standing operating procedures

UNIT LEVEL ADMINISTRATIVE PROCEDURES

Army reference materials
Filing systems
NCO Academy reference materials
Office management
Office management reports
Sergeants Major Academy reference materials
Unit standing operating procedures

OBJECTS RELATED TO PLANNING

PLANS

Army publications
Backward planning techniques
Local SOPs
Logistics annexes
Maintenance management plans
Operations orders
Planning principles
Risk assessment
Tactical planning
Types of plans

RC MOBILIZATION PLAN

Army publications
Maintenance capabilities
Plan elements
Purpose of mobilization plans
RC missions
RC organizations

RISK ASSESSMENT

Advantages
Army publications
Circumstances
Consequences
Levels of risk

STANDING OPERATING PROCEDURES

Approval process
Army publications
Elements of SOPs
Local SOPs
Maintenance management SOPs
Purpose of SOPs
Review process

UNIT CAPABILITIES TO SUPPORT PROPOSED OPERATIONS

Army publications
Local SOPs
Maintenance management plans
Materials handling equipment
Personnel
Power generation equipment
Recovery assets
Tactical operations plans
Tools and test equipment
Vehicles
Weapons and ammunition

OBJECTS RELATED TO MAINTENANCE OPERATIONS

QUALITY CONTROL PROGRAM

Automated maintenance management forms
Automated maintenance management schedules
Automated maintenance management reports
Calibration label nomenclature block
Calibration label signature block
Calibration label serial number block
Calibration label NSN block
Calibration schedules
Calibration label date block
Calibration schedules
Calibration program
Calibration technicians
Customers
E-mail
Electronic correspondence
Faxes
Final inspections
Formal inspections
Formal correspondence
In-person conversations
In-process inspections
Informal correspondence
Informal inspections
Initial inspections
Inspection schedules
Inspection standards
Inspection worksheets
Letters
Manual maintenance management schedules
Manual maintenance management reports
Manual maintenance management forms
Memos
Notes
Production schedules
Reports
SOPs

Technical manuals
Technical inspectors
Telephone conversations
Test, measurement, and diagnostic equipment
Training schedules

PREVENTATIVE MAINTENANCE CHECKS AND SERVICES

Annual services
Army regulations
Army Oil Analysis Program
DA Form 2404
Daily inspections
DD Form 314
Fluid levels
Importance of PMCS
Inspection techniques
Maintenance Update
Motor stables
Proper lubrication
Quarterly services
Scheduled services
Semi-annual services

OIL ANALYSIS PROGRAM

Army regulations
Collections
Importance of the program
Interpretation of results
Program limitations

FIELD SERVICES

Army publications
Battle damage assessment and repair
Defensive operations

Field sanitation
Field site selection
Field facilities
Final inspections
In-process inspections
Initial inspections
Local SOPs
Maintenance missions
Maintenance workflow
Reconstitution points
Recovery operations
Retrograde of unserviceables
Shop layouts
Shop operations
Shop safety

FIELD MAINTENANCE SITES

Army publications
Cover and concealment
Defensive operations
Field sanitation
Local SOPs
Main supply routes
Maintenance workflow
Site selection techniques
Soil analysis

REPLACEMENT/RECONSTITUTION POINT

Army publications
Battle damage assessment and repair
BDAR techniques
Controlled cannibalization
Defensive operations
Documentation required
Field maintenance sites
Field facilities
Local SOPs
Main supply routes
Material handling equipment

Property accountability
Quick fixes
Retrograde of unserviceables

MAINTENANCE ASSISTANCE TEAM

Army publications
Conduct of technical assistance visits
Follow-up actions
Local publications
Planning for special missions
Reporting results of visits
Team missions
Team's personnel organization
Technical assistance requests
Tools and test equipment requirements

CONTROLLED CANNIBALIZATION PROCEDURES

Actual cost of damage inspections
Army regulations
Battle Damage Assessment and Repair
Documentation required
Estimated cost of damage inspections
Hanger queens
Local standing operating procedures
Problems with cannibalization
Purpose of cannibalization
Turn-in of unserviceables

PUBLICATIONS LIBRARY

Army regulations
Changes
Disposition of out-of-date publications
Dissemination of changes
Maintenance Update
Micro-fich readers
Order forms

Ordering process
Posting changes
Supply Update
Supply bulletins
Technical bulletins
Technical manuals

ARMY ENVIRONMENTAL PROGRAM

Army reference materials
Sergeants Major Academy reference materials
NCO Academy reference materials
Conversations with superiors
Correspondence with superiors
Conversations with peers
Correspondence with peers
Environmental awareness
Environmental laws
Environmental regulations
Environmental policies
Environmental goals
Maneuver damage
Field sanitation
Noise pollution
Environmental protection
Historic preservation
Solid waste
Hazardous materials

SHOP SAFETY PROGRAM

Safety regulations
Unit SOPs
Shop safety plan
Observations of personnel
Foreign object damage program
Fire fighting equipment
Tool control procedures

Personal protective gear
Warning labels
Ventilation
Lifting devices

OBJECTS RELATED TO TACTICAL OPERATIONS

DEFENSIVE OPERATIONS

Air support
Command and control
Communications
Coordination
Dismounted patrols
Enemy capabilities
Indirect fire support
Intelligence
Interlocking fires
Map reading
Military decision making
Mission
Perimeter security
Terrain analysis
Topographic maps
Verbal orders
Written orders
Written orders

OFFENSIVE OPERATIONS

Air support
Air Land Battle principles
Avenues of approach
Command and control
Communications
Communications devices
Coordination
Direct fires
Dismounted maneuver
Enemy capabilities
Envelopments
Fire support planning
Frontal attacks
Hand and arm signals
Indirect fire support
Intelligence

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Interlocking fires
Logistical planing
Maintenance support
Maneuver planning
Maneuver
Map reading
Military decision making
Mission
Mounted maneuvers
Objectives
Offense
Operational readiness
Perimeter security
Reconnaissance
Secure communications
Supply
Terrain analysis
Topographic maps
Transportation
Turning movements
Verbal orders
Verbal orders by telephone
Verbal orders by radio
Written orders
Written orders

RADIATION MONITORING

Monitoring plan
Dosimeters
Radiac meters
Levels of radiation
Protective clothing
Terrain analysis
Topographic maps
Map reading
Warning devices
Alarms
Alarm signals
Plotting

DEPLOYMENT OF UNIT ASSETS

Army publications
Bridge classifications
Command and control
Communications testing
Communications planning
Convoy operations
Determination of ammunition requirements
Hand and arm signals
Inventories
Lifting devices
Loading plans
Loading materials
Local SOPs
Map reading
Map reconnaissance
Material handling equipment
Packing and packaging
Personnel selection
Planning
Recovery vehicle selection
Recovery requests
Reference materials
Route reconnaissance
slope estimation
Spread loading
Tools and equipment
Topographic maps
Vehicle selection
Vehicle capacities
Verbal briefings
Weapons selection
Weapons testing
Written directions

LOADING PLAN FOR VEHICLE TO INCLUDE ITS TRAILER

Elements of a loading plan
Local SOPs

Purpose of loading plans
Spread loading
Vehicle on-road weight capacities
Vehicle cube capacities
Vehicle off-road weight capacities

OBJECTS RELATED TO LOGISTICS MANAGEMENT

COMBAT SERVICE SUPPORT OPERATIONS

Army publications
Combat vehicle maintenance
Communications equipment maintenance
Computer systems
COMSEC maintenance
Depot level repairables
Engineer equipment maintenance
Financial accounting
Inspections
Inventories
Local SOPs
Maintenance planning
Maintenance operations
Property accountability
Repair parts supply
Reports and listings
Retrograde of unserviceables
Shop operations
Stock funds
Storage of supplies
Supply operations
Tactical vehicle maintenance
Transportation operations
Workflow

MAINTENANCE FACILITIES

Army publications
Local SOPs
Shop operations
Fixed facilities
Field facilities
Workflow
Shop safety

AUTOMATED LOGISTICS SUPPORT SYSTEMS

Army publications
Computer systems
Computer programs
Data entry
Financial accounting
Historical maintenance reports
Interfaces
Listings and reports
Local SOPs
Maintenance management
Maintenance management programs
Material readiness
Peripherals
Program requirements
Program capabilities
Repair parts supply programs
Stock funding of depot level repairables
Supply management
Supply requests
Transportation requests

MANUAL MAINTENANCE MANAGEMENT REPORTS

Authorization section
Condition code block
Data section
Date ordered blocks
Date block
Discrepancy blocks
Equipment listing section
Equipment identification section
Equipment status section
Fault identification block
Heading
Initials blocks
Maintenance code blocks
Nomenclature block
NSN block
Printed name block

EQUIPMENT OPERATOR'S QUALIFICATION RECORD

AUTOMATED MAINTENANCE MANAGEMENT REPORTS

MANUAL REPAIR PARTS LISTINGS

Plans
Priorities
Standing operating procedures
Transportation assets
Transportation requests

DIVISION AND CORPS TRANSPORTATION ORGANIZATION

Equipment
Personnel
Vehicles

HAZARDOUS MATERIALS

Approval process
Army regulations
Facility requirements
Federal regulations
Loading plans
Packing and packaging
Plans
Requests
State and local regulations

PACKAGING AND CRATING OF UNIT SUPPLIES/EQUIPMENT

Army publications
Local SOPs
Packaging materials
Packing techniques
Property accountability

PROPERTY ACCOUNTABILITY

Army regulations
Army publications
Documentation

Equipment identification
Inventories
Inventory schedules
Local publications
National stock numbers
Packaging
Packing
Preservation
Property books
Serial numbers
Serviceability
Storage of equipment
Supply bulletins
Technical bulletins
Technical manuals
Tool identification

MATERIAL ACQUISITION AND ACCOUNTING PROCESS

Army regulations
Demand data
Depot level repairables
DS/4
Estimated/actual cost of damage inspections
Inventories
Inventory schedules
Major items of equipment
National stock numbers
Operational readiness
Order-ship time
Packing, preservation, and packaging
Prescribed load list
Property books
Property accountability
Repair parts supply
Serial numbers
Serviceability
Stock funding of depot level repairables
Storage
Supply forms, listings, reports
Supply bulletins

Technical bulletins
Technical manuals
Transportation
TUFMISS
Unserviceable material

OBJECTS & COMPONENTS - PERSONNEL

OBJECTS:

Development of subordinates
Stress management
Leadership
Army traditions
Unit level administrative procedures

COMPONENTS:

Army reference materials
Community recreational professionals
Conversations with subordinates
Conversations with superiors
Conversations with groups
Conversations with peers
Conversations with individuals
Correspondence with subordinates
Correspondence with peers
Correspondence with superiors
Counseling sessions
Education programs
Efficiency report entries
Efficiency reports
Family fitness program
Fear
Filing systems
FM 22-103
FM 22-100
FM 22-102
FM 26-2
Formal counseling sessions
Health risk appraisal
Health care providers
Historical publications
Hypertension identification
Informal counseling sessions
Insubordination

Maslows' hierarchy of needs theory
Medical records
Motivation
NCO Academy reference materials
Observations of subordinates
Office management reports
Office management
Personnel records
Personnel reference materials
Principles of motivation
Professional ethics
Program records
Program reference materials
Reference materials
Report forms
Resource limitations
Risk assessment
Sergeants Major Academy reference materials
Spiritual fitness
Stress management
Suicide prevention
Team spirit activities
Technical competence
Training programs
Training reference materials
Training sessions
Training records
Treatment programs
Uniform Code of Military Justice
Unit standing operating procedures
Unit ministry team

OBJECTS & COMPONENTS - PLANNING

OBJECTS:

Plans
RC mobilization plan
Risk assessment
Standing operating procedures
Unit capabilities to support proposed operations

COMPONENTS:

Advantages
Approval process
Army publications
Backward planning techniques
Circumstances
Consequences
Elements of SOPs
Levels of risk
Local SOPs
Logistics annexes
Maintenance management SOPs
Maintenance capabilities
Maintenance management plans
Materials handling equipment
Operations orders
Personnel
Plan elements
Planning principles
Power generation equipment
Purpose of mobilization plans
Purpose of SOPs
RC missions
RC organizations
Recovery assets
Review process
Risk assessment
Tactical operations plans
Tactical planning

Tools and test equipment
Types of plans
Vehicles
Weapons and ammunition

In-person conversations
In-process inspections
Informal correspondence
Informal inspections
Initial inspections
Inspection worksheets
Inspection standards
Inspection schedules
Inspection techniques
Interpretation of results
Letters
Lifting devices
Local standing operating procedures
Local publications
Main supply routes
Maintenance Update
Maintenance workflow
Maintenance missions
Maneuver damage
Manual maintenance management reports
Manual maintenance management schedules
Manual maintenance management forms
Material handling equipment
Memos
Micro-fich readers
Motor stables
NCO Academy reference materials
Noise pollution
Notes
Observations of personnel
Order forms
Ordering process
Personal protective gear
Planning for special missions
Posting changes
Problems with cannibalization
Production schedules
Program limitations
Proper lubrication
Property accountability
Purpose of cannibalization

Quarterly services
Quick fixes
Reconstitution points
Recovery operations
Reporting results of visits
Reports
Retrograde of unserviceables
Safety regulations
Scheduled services
Semi-annual services
Sergeants Major Academy reference materials
Shop layouts
Shop safety plan
Shop safety
Shop operations
Site selection techniques
Soil analysis
Solid waste
Supply bulletins
Supply Update
Team missions
Team's personnel organization
Technical manuals
Technical inspectors
Technical assistance requests
Technical bulletins
Telephone conversations
Test, measurement, and diagnostic equipment
Tool control procedures
Tools and test equipment requirements
Training schedules
Turn-in of unserviceables
Ventilation
Warning labels

OBJECTS & COMPONENTS - TACTICAL OPERATIONS

OBJECTS:

Defensive operations
Offensive operations
Radiation monitoring
Deployment of unit assets
Loading plan for vehicle to include its trailer

COMPONENTS:

Air Land Battle principles
Air support
Alarm signals
Alarms
Army publications
Avenues of approach
Bridge classifications
Command and control
Communications
Communications devices
Communications planning
Communications testing
Convoy operations
Coordination
Determination of ammunition requirements
Direct fires
Dismounted maneuver
Dismounted patrols
Dosimeters
Elements of a loading plan
Enemy capabilities
Envelopments
Fire support planning
Frontal attacks
Hand and arm signals
Indirect fire support
Intelligence
Interlocking fires

Inventories
Levels of radiation
Lifting devices
Loading materials
Loading plans
Local SOPs
Logistical planing
Maintenance support
Maneuver
Maneuver planning
Map reading
Map reconnaissance
Material handling equipment
Military decision making
Mission
Monitoring plan
Mounted maneuvers
Objectives
Offense
Operational readiness
Packing and packaging
Perimeter security
Personnel selection
Planning
Plotting
Protective clothing
Purpose of loading plans
Radiac meters
Reconnaissance
Recovery vehicle selection
Recovery requests
Reference materials
Route reconnaissance
Secure communications
Slope estimation
Spread loading
Supply
Terrain analysis
Tools and equipment
Topographic maps
Transportation

Turning movements
Vehicle capacities
Vehicle on-road weight capacities
Vehicle selection
Vehicle off-road weight capacities
Vehicle cube capacities
Verbal orders
Verbal briefings
Verbal orders by radio
Verbal orders by telephone
Warning devices
Weapons selection
Weapons testing
Written orders

OBJECTS & COMPONENTS - LOGISTICS MANAGEMENT

OBJECTS:

Combat service support operations
Maintenance facilities
Automated logistics support systems
Manual maintenance management reports
Equipment operator's qualification record
Automated maintenance management reports
Manual repair parts listings
Automated repair parts listings
Manual repair parts requests
Division and corps transportation capabilities
Division and corps transportation organization
Hazardous materials
Packaging and crating of unit supplies/equipment
Property accountability
Material acquisition and accounting process

COMPONENTS:

Approval block
Approval process
Army publications
Army regulations
Authorization section
Authorization date
Authorization signature
Caps lock
Combat vehicle maintenance
Communications equipment maintenance
Computer programs
Computer systems
Computer on-off switch
COMSEC maintenance
Condition code block
Data section
Data entry
Date ordered blocks

Maintenance operations
Major items of equipment
Material readiness
Monitor on-off switch
Monitor brightness control
Monitor contrast control
Monitors
National stock numbers
Nomenclature block
NSN blocks
Number of demands blocks
Number key pad
Operational readiness
Operator's name block
Order-ship time
Organic capabilities
Organizations
Packaging materials
Packing, preservation, and packaging
Packing techniques
Part number blocks
Parts listing section
Period covered block
Peripherals
Personnel
Plans
Prescribed load list
Print outs
Printed name block
Priorities
Priority codes section
Priority block
Priority codes section
Program capabilities
Program requirements
Property books
Property accountability
Quantity section
Quantity blocks
Quantity authorized blocks
Rank block

Unit location block
Unit identification code
Unit block
Unit identification code block
Unit designation block
Unserviceable material
Vehicles
Workflow

OBJECTS & COMPONENTS - ALL

OBJECTS:

Development of subordinates
Stress management
Leadership
Army traditions
Unit level administrative procedures
Plans
RC mobilization plan
Risk assessment
Standing operating procedures
Unit capabilities to support proposed operations
Quality control program
Preventative maintenance checks and services
Oil analysis program
Field services
Field maintenance sites
Replacement/reconstitution point
Maintenance assistance team
Controlled cannibalization procedures
Publications library
Army environmental program
Shop safety program
Defensive operations
Offensive operations
Radiation monitoring
Deployment of unit assets
Loading plan for vehicle to include its trailer
Combat service support operations
Maintenance facilities
Automated logistics support systems
Manual maintenance management reports
Equipment operator's qualification record
Automated maintenance management reports
Manual repair parts listings
Automated repair parts listings
Manual repair parts requests
Division and corps transportation capabilities
Division and corps transportation organization

Hazardous materials
Packaging and crating of unit supplies/equipment
Property accountability
Material acquisition and accounting process

COMPONENTS:

Advantages
Air Land Battle principles
Air support
Alarm signals
Alarms
Annual services
Approval block
Approval process
Army regulations
Army publications
Army Oil Analysis Program
Authorization signature
Authorization section
Authorization date
Automated maintenance management reports
Automated maintenance management schedules
Automated maintenance management forms
Avenues of approach
Backward planning techniques
Battle damage assessment and repair
BDAR techniques
Bridge classifications
Calibration label NSN block
Calibration label serial number block
Calibration label nomenclature block
Calibration technicians
Calibration label date block
Calibration program
Calibration schedules
Calibration label signature block
Caps lock
Changes
Circumstances
Collections
Combat vehicle maintenance
Command and control
Communications devices
Communications testing
Communications equipment maintenance

Documentation
Documentation required
Dosimeters
DS/4
E-mail
Education programs
Efficiency reports
Efficiency report entries
Electronic correspondence
Elements of SOPs
Elements of a loading plan
Enemy capabilities
Engineer equipment maintenance
Enter key
Envelopments
Environmental laws
Environmental regulations
Environmental goals
Environmental policies
Environmental protection
Environmental awareness
Equipment status section
Equipment blocks
Equipment listing section
Equipment
Equipment identification section
Estimated/actual cost of damage inspections
Facility requirements
Family fitness program
Fault identification block
Faxes
Fear
Federal regulations
Field facilities
Field sanitation
Field maintenance sites
Field site selection
Filing systems
Final inspections
Financial accounting
Fire support planning

Maslows' hierarchy of needs theory
Material readiness
Material handling equipment
Medical records
Memos
Micro-fich readers
Military decision making
Mission
Monitor on-off switch
Monitor brightness control
Monitor contrast control
Monitoring plan
Monitors
Motivation
Motor stables
Mounted maneuvers
National stock numbers
NCO Academy reference materials
Noise pollution
Nomenclature block
Notes
NSN blocks
Number of demands blocks
Number key pad
Objectives
Observations of subordinates
Observations of personnel
Offense
Office management reports
Office management
Operational readiness
Operations orders
Operator's name block
Order forms
Order-ship time
Ordering process
Organic capabilities
Organizations
Packaging materials
Packing, preservation, and packaging
Packing techniques

Quantity blocks
Quantity section
Quantity authorized blocks
Quarterly services
Quick fixes
Radiac meters
Rank block
RC missions
RC organizations
Reason for turn-in block
Reconnaissance
Reconstitution points
Recovery requests
Recovery assets
Recovery operations
Recovery vehicle selection
Reference materials
Repair parts required blocks
Repair parts supply programs
Repair parts supply
Repairs required blocks
Report forms
Reporting results of visits
Reports and listings
Requests
Resource limitations
Restriction blocks
Retrograde of unserviceables
Review process
Risk assessment
Route reconnaissance
Safety regulations
Scheduled services
Secure communications
Semi-annual services
Sergeants Major Academy reference materials
Serial number block
Serial numbers
Serviceability
Shop safety
Shop operations

Shop safety plan
Shop layouts
Shop operations
Signature block
Site selection techniques
Slope estimation
Soil analysis
Solid waste
Space bar
Spiritual fitness
Spread loading
State and local regulations
Stock description blocks
Stock funding of depot level repairables
Stock funds
Storage of supplies
Storage of equipment
Stress management
Suicide prevention
Supply bulletins
Supply forms, listings, reports
Supply Update
Supply requests
Supply bulletins
Supply operations
Supply
Supply management
Tactical operations plans
Tactical vehicle maintenance
Tactical planning
Team missions
Team spirit activities
Team's personnel organization
Technical manuals
Technical assistance requests
Technical bulletins
Technical inspectors
Technical manuals
Technical competence
Technical bulletins
Technical manual block

Telephone conversations
Terrain analysis
Test, measurement, and diagnostic equipment
Tool control procedures
Tool identification
Tools and test equipment
Tools and test equipment requirements
Topographic maps
Training programs
Training schedules
Training sessions
Training records
Training reference materials
Transportation
Transportation requests
Transportation assets
Transportation operations
Transportation
Treatment programs
TUFMISS
Turn-in of unserviceables
Turning movements
Type of inspection block
Type of request section
Types of plans
Uniform Code of Military Justice
Unit block
Unit location block
Unit identification code block
Unit designation block
Unit ministry team
Unserviceable material
Vehicle off-road weight capacities
Vehicle selection
Vehicle cube capacities
Vehicle capacities
Vehicle on-road weight capacities
Vehicles
Ventilation
Verbal orders
Verbal orders by telephone

Verbal briefings
Verbal orders by radio
Warning labels
Warning devices
Weapons and ammunition
Weapons testing
Weapons selection
Workflow
Written orders

An Application of the High Transfer Training (HITT)
Methodology with Soft Skills Tasks

Step D

CURRENT STEP D

DESCRIBE KNOWLEDGE/SKILL/ATTITUDES (KS) GROUPS ASSOCIATED WITH THE GENERIC ACTION STATEMENTS

PURPOSE

To determine the KS Groups related to each GAS and N-GAS. Create RTAs with associated KS Groups.

SUMMARY OF THE STEP

Develop a list of KS Groups for the MOS by determining the KS Groups associated with the Generalized Objects, and by extracting KS Groups from the Task Analysis Worksheets, LAWs, Forms 550 or MDLs, and TMs for the MOS. Code the KS Groups. For each SAS, locate and record all associated KS Group codes. If there are three or fewer SASs for a GAS, they translate directly into RTAs. If there are more than three SASs for a GAS, the create a matrix to determine which three SASs will become the RTAs. Make a list of RTAs with associated KS Groups organized by GASs, where appropriate. Conduct a review. Produce a final approved list of RTAs.

INPUTS

* SAS List from Step C

* Generalized Objects from Step B

* Generalized Components List from Step B

* GAS List and Process Outlines from Step C

* Task Analysis Worksheets and TRADOC Form 550's or MDLs from SAT

* Learning Analysis Worksheets (LAW I/II) from SAT

* Technical Manuals

PROCEDURE

1.   Compile KS Group list.

a. Extract KS Groups from the inputs listed above. KS Groups are anything contained in the above inputs with which a required set of knowledge and skills would be associated (e.g., things like analog assemblages or analog patch cables, resources like TMs, procedures like install or operate). The specific KSs (e.g., identify analog assemblages, know how to use analog patch cables, know the function of TMs, operate heaters and blowers) of a KS Group will be specified in Step F - Develop Learning Specifications.

b. Code the KS Groups with short identifiers to facilitate subsequent analyses. Any coding scheme felt to be useful is appropriate. Examples include A, AA, AB3, 243, etc.

2.   Associate the KS Groups, as appropriate, with each SAS. A KS Group is associated with a SAS if the KS Group is related to a step or substep of the SAS or if the KS Group is related to the object or action of the SAS. List the applicable KS codes under each SAS.

3.   If there are three or fewer SASs for a GAS, the SASs and their KS groups translate directly into RTAs. If, however, there are more than three SASs for a GAS, prepare a matrix for each such GAS with each SAS along one axis and a list of variables on the other axis. The variables include: number of associated KS groups, equipment availability for training, how often the task is performed on the job, percent of the MOS performing the task, learning difficulty of the task, consequences of inadequate performance, relative time spent performing the task on the job, equipment density in the field, and relative adequacy of reference materials. Rate each variable using the scales presented in Appendix A. Total the variable values per SAS and pick the three with the highest scores. They will become the RTAs. If the SASs are part of a larger task (i.e., system), then choose the three SASs with the highest scores that can be trained within the context of the larger task.

4.   Produce a RTAs List and conduct a review with the proper authority.

5.   Cluster approved RTAs and their associated KS groups by GASs. If GASs were combined then the combined GASs will become the GAS.

PRODUCT

*   A list of approved RTAs with associated KS Groups organized by GASs.

PRODUCT USE IN FUTURE STEPS

The KSs of the GAS KS Groups will be specified in Step F -Develop Learning Specifications. The GAS KS groups and KSs will be used in Step H - Develop Lesson Materials - and will be the basis for all conference classes. The GAS RTA List is the basis for the GTLOs to be developed in Step E - Develop and Sequence Generic Terminal Learning Objectives.

RECOMMENDED CHANGES TO STEP D:

1.   General.

    *   Completely rewrite the step to make the step compatible with the objectives of the HITT methodology. .

2.   Based on this Application of HITT.

    *   Totally revise Step D because the current Step D is only applicable to a hardware applications at the Signal School.

COMMENTS:

1.   General.

    *   Step 3 of the current methodology is essentially a critical task selection process which at this point in the analysis is totally inconsistent with the basic objects of the HITT analysis process.

    *   The references to SASs and LAWs also make this step a Signal School only step.

2.   Based on this Application of HITT.

    *   In order that the HITT methodology be usable in all training developments environments, the methodology must not include steps in analysis that are aimed to solve local resource constraint problems. Any steps that deal with training resources should be reserved for the design process.

    *   The HITT analysis process should deal with what should be and not what can be.

REVISED STEP D

DETERMINE RESIDENT TRAINING ACTIONS

PURPOSE

To determine the Resident Training Actions based on commonality and differences in the skills and knowledge among Generic Action Statements.

SUMMARY OF THE STEP

Develop a lists of knowledge and skills associated with each Generic Action Statement. Compare the commonalities and differences among the knowledge and skills associated with each Generic Action Statement and combine, rearrange, or split Generic Action Statements based on common or different skills and knowledge. Label all new Generic Action Statements. The newly labeled Generic Action Statements become the Resident Training Actions. If required, obtain approval of the Resident Training Actions List.

INPUTS

*   List of Generic Action Statements with associated components from Enclosure 4 of Step C.

*   Initial listing of skills and knowledge from the Front End Analysis

PROCEDURE

1.   Develop lists of knowledge and skills associated with each Generic Action Statement. Analyze each component listed under each Generic Action Statement and determine all skills and knowledge associated with that component. Replace the components with the skills and knowledge associated with that component. Add any knowledge and skills from the FEA as appropriate.

2.   Compare the commonalities and differences among the knowledge and skills associated with each Generic Action Statement and combine, rearrange, or split Generic Action Statements based on common or different skills and knowledge.

3.   Label all new Generic Action Statements. The newly labeled Generic Action Statements become the Resident Training Actions.

4. If required, obtain approval of the Resident Training Actions List.

PRODUCT

*   A list of approved Resident Training Actions.

PRODUCT USE IN FUTURE STEPS

        Each Resident Training Action will be directly translated, on a one-to-one basis into a
Terminal Learning Objective in Step E - Develop and Sequence Generic Terminal Learning
Objectives. The lists of knowledge and skills associated with each Resident Training Action will
provide input to Step H - Develop Lesson Materials.

APPLICATION OF HITT TO ORDNANCE ANCOC

Procedures:

1.   Developed lists of knowledge and skills associated with each Generic Action Statement. Analyzed each component listed under each Generic Action Statement and determined all skills and knowledge associated with that component. Replace the components with the skills and knowledge associated with that component. Integrated knowledge and skills identified during the Front End Analysis when and where appropriate. See Enclosure 1.

2.   Compared the commonalities and differences among the knowledge and skills associated with each Generic Action Statement and combined and split Generic Action Statements based on common or different skills and knowledge. Combined "Develop Plans" and "Develop Standing Operating Procedures", "Supervise Field Maintenance Sites" and "Supervise Replacement/ Reconstitution Points", "Deploy Maintenance Assistance Teams" and "Supervise Deployment of Unit Assets", and "Manage Repair Parts Listing" and" Manage Manual Repair Parts Requests" based on common skills and knowledge. Split "Conduct Tactical Operations" into "Conduct Offensive Operations" and "Conduct Defensive Operations" because of differences in skills and knowledge.

3.   Labeled all new Generic Action Statements. The newly labeled Generic Action Statements are the Resident Training Actions shown at Enclosure 2.

Product:

*   A list of approved Resident Training Actions - see
        Enclosure 2.

KNOWLEDGE & SKILLS RELATED TO GASs - PERSONNEL

DEVELOP SUBORDINATES

Adhere to the principles of equal opportunity
Administer the weight control program
Analyze trends using reports
Complete an Enlisted Efficiency Report
Counsel subordinates on career development
Counsel subordinates on job performance
Counsel subordinates with personal problems
Develop leadership in subordinates
Evaluate a subordinate's performance
Evaluate a single parent plan
Hold meaningful conversations with subordinates
Identify the characteristics of proficient technical performance
Identify leadership potential
Identify reports
Identify subordinates with potential personal problems
Interpret subordinates' meanings
Interpret gestures and body language
Know how to fill out reports
Know how to obtain blank report forms
Know how to motivate subordinates
Know the objectives of the equal opportunity program
Know how to review program records
Know how to review personnel records
Know the objectives of a single parent plan
Know the purpose of reports
Know the consequences of being overweight
Know how to review medical records
Know the purpose of the weight control program
Know how to file reports
Know how to control your temper
Know when to be stern and when to be sympathetic
Know the importance of direct eye contact
Know the concept of empathy
Know how to appreciate others' points of view
Know the purpose of reference materials
Know how to listen carefully
Know the indicators of personal problems

Know how to write memorandums
Know when what awards are appropriate
Know the consequences of an efficiency rating
Know how to write letters of appreciation
Know how to write an award
Know the purpose of awards
Know how to write disciplinary letters
Know how to write letters of commendation
Locate information in reference materials
Motivate subordinates
Use reference materials

PREVENT STRESS

Administer the family fitness program
Analyze trends using records
Counsel subordinates with personal problems
Fill out records
Hold meaningful conversations with subordinates
Identify health care providers
Identify hypertension in individuals
Identify records
Identify subordinates with potential personal problems
Interpret gestures and body language
Interpret subordinates' meanings
Know how to access records
Know how to store records
Know the purpose of reference materials
Know the purpose of records
Know the importance of spiritual fitness
Know what treatment programs related to stress are available
Know how to locate the unit ministry team
Know the purpose of the unit ministry team
Know what training related to stress is available
Know the suicide prevention hot line telephone number
Know how to obtain spiritual guidance
Know the signs of depression
Know what to do if you suspect an individual might attempt suicide
Know how to obtain the services of health care providers
Know what services are provided by the unit ministry team

Know the indicators of personal problems
Know what educational programs are available related to stress
Know how to locate health care providers
Know the importance of direct eye contact
Know when to be stern and when to be sympathetic
Know how to appreciate others' points of view
Know the concept of empathy
Know how to control your temper
Know how to request assistance from recreation professionals
Know what functions community recreations professionals perform
Know when to perform a health risk appraisal
Know the functions health care providers can provide
Know the elements of a health risk appraisal
Know the objectives of the family fitness program
Know the signs of a drug or alcohol problem
Know how to obtain treatment for drug or alcohol problems
Know how to listen carefully
Locate community recreational professionals
Locate information in reference materials
Observe subordinates' behavior
Perform a health risk appraisal
Use reference materials

APPLY LEADERSHIP

Act professionally
Apply the principles of motivation
Apply Maslows' principles
Conduct team spirit activities
Conduct informal counseling sessions
Conduct a risk assessment
Conduct formal counseling sessions
Evaluate subordinates state of motivation
Evaluate others suggestions
Follow unit standing operating procedures
Hold meaningful conversations with subordinates
Identify the characteristics of professionalism
Identify insubordination
Identify resource shortfalls
Interpret unit standing operating procedures

Interpret gestures and body language
Interpret subordinates' meanings
Judge technical competence
Know the principles of stress management
Know what team spirit activities are
Know how to discipline subordinates
Know the impact of resource limitations
Know how to control your emotions
Know how to be fair
Know how to minimize the impact of resource shortfalls
Know your role in the military justice system
Know the responsibilities of NCOs
Know how to write unit standing operating procedures
Know how to listen to subordinates
Know the limits of authority of NCOs
Know the characteristics of military bearing
Know the elements of unit standing operating procedures
Know your role in administering the Uniform Code of Military Justice
Know the standards of dress
Know the purpose of unit standing operating procedures
Know how to define technical competence
Know how to describe professional ethics
Know the purpose of awards
Know how to write letters of commendation
Know how to write an award
Know when what awards are appropriate
Know the objectives of formal counseling sessions
Know how to write disciplinary letters
Know how to write letters of appreciation
Know the concept of empathy
Know when to be stern and when to be sympathetic
Know the importance of direct eye contact
Know how to write memorandums
Know the principles of counseling
Know the objectives of informal counseling sessions
Know how to listen carefully
Know the importance of motivation
Know the purpose of reference materials
Know the principles of motivation
Know how to control your temper
Know how Maslows' is related to your job

Know how to appreciate others' points of view
Know how to handle insubordination
Know the principles of counseling
Know Maslows' hierarchy of needs theory
Lead groups in physical training
Lead groups during drill and ceremonies
Locate information in reference materials
Make on-the-spot corrections
Manage stressful situations
Motivate peers
Motivate subordinates
Motivate superiors
Organize subordinates for the conduct of tactical operations
Organize subordinates for the conduct of technical operations
Organize team spirit activities
Plan technical operations
Plan tactical operations
Supervise technical operations
Supervise tactical operations
Use reference materials

ADHERE TO ARMY TRADITIONS

Be able to describe Army customs
Be able to describe Army traditions
Follow unit standing operating procedures
Hold meaningful conversations with subordinates
Interpret gestures and body language
Interpret subordinates' meanings
Interpret unit standing operating procedures
Know when what awards are appropriate
Know the purpose of unit standing operating procedures
Know the elements of unit standing operating procedures
Know how to write unit standing operating procedures
Know how to write an award
Know the importance of Army customs
Know the importance of Army traditions
Know the role of Army customs
Know the role of Army traditions
Know how to write disciplinary letters

Know the concept of empathy
Know how to control your temper
Know how to appreciate others' points of view
Know how to listen carefully
Know the purpose of reference materials
Know the purpose of awards
Know when to be stern and when to be sympathetic
Know how to write letters of commendation
Know the importance of direct eye contact
Know how to write letters of appreciation
Know how to write memorandums
Locate information in reference materials
Use reference materials

SUPERVISE UNIT LEVEL ADMINISTRATIVE PROCEDURES

Analyze trends using reports
Follow unit standing operating procedures
Identify reports
Interpret unit standing operating procedures
Know the purpose of reference materials
Know the elements of unit standing operating procedures
Know how to write unit standing operating procedures
Know how to file reports
Know how to obtain blank report forms
Know the purpose of reports
Know your responsibilities in unit administration
Know the purpose of unit standing operating procedures
Know how to fill out reports
Know how to obtain blank report forms
Know how to set up a filing system
Know office management duties
Know how to file documents
Know the purpose of reports
Know the purpose of filing systems
Know how to file reports
Know the importance of proper filing
Know how to fill out reports
Know the principles of office management
Locate information in reference materials

Review unit administration reports
Use reference materials

KNOWLEDGE & SKILLS RELATED TO GASs - PLANNING

DEVELOP PLANS

Develop a maintenance management plan
Develop an operations order
Evaluate maintenance capabilities
Follow unit standing operating procedures
Interpret unit standing operating procedures
Know the purpose of an operations order
Know the elements of an operations order
Know the importance of maintenance management planning
Know the elements of a maintenance management plan
Know the importance of operations orders
Know the purpose of mobilization plans
Know the purpose of tactical planning
Know the importance of tactical planning
Know the types of tactical plans
Know how to conduct risk assessment
Know RC organizations
Know the importance of mobilization plans
Know how to review mobilization plans
Know RC missions
Know the purpose of a maintenance management plan
Know the advantages of good planning
Know the different kinds of plans
Know the circumstances when plans are required
Know the principles of backward planning
Know how to apply backward planning techniques
Know the consequences of inadequate planning
Know the levels of risk
Know how to write unit standing operating procedures
Know the purpose of individual Army publications
Know the elements of unit standing operating procedures
Know the purpose of unit standing operating procedures
Locate information in Army publications
Perform the backward planning process
Plan for maintenance operations with reduced capabilities
Use Army publications
Write a Logistics Annex to an Operations Order

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DEVELOP STANDING OPERATING PROCEDURES

Conduct a risk assessment
Develop a standing operating procedure
Evaluate plans
Follow unit standing operating procedures
Identify when a standing operating procedure is required
Interpret unit standing operating procedures
Know the purpose of standing operating procedures
Know the SOP review process
Know the principles of backward planning
Know the purpose of unit standing operating procedures
Know how to write unit standing operating procedures
Know the purpose of individual Army publications
Know the SOP approval process
Know the elements of unit standing operating procedures
Locate information in Army publications
Use Army publications

ASSESS UNIT CAPABILITIES TO SUPPORT PROPOSED OPERATIONS

Analyze materials handling equipment requirements
Analyze tools and test equipment requirements
Analyze vehicle requirements
Analyze power generation equipment requirements
Analyze personnel requirements
Analyze weapons and ammunition requirements
Analyze recovery assets
Determine requirements
Develop a maintenance management plan
Evaluate vehicle capabilities
Evaluate weapons and ammunition capabilities
Evaluate tools and test equipment capabilities
Evaluate power generation equipment capabilities
Evaluate recovery capabilities
Evaluate personnel capabilities
Evaluate materials handling equipment capabilities
Follow unit standing operating procedures

Interpret unit standing operating procedures
Know the elements of unit standing operating procedures
Know how to write unit standing operating procedures
Know the purpose of individual Army publications
Know the importance of maintenance management planning
Know the elements of a maintenance management plan
Know the purpose of a maintenance management plan
Know the purpose of unit standing operating procedures
Locate information in Army publications
Review tactical operations plans
Use Army publications

KNOWLEDGE & SKILLS RELATED TO GASs - MAINTENANCE OPERATIONS

SUPERVISE QUALITY CONTROL PROGRAM

Access automated maintenance management schedules
Access automated maintenance management forms
Adhere to training schedules
Administer the calibration program
Analyze automated maintenance management schedules
Analyze trends using reports
Analyze automated maintenance management forms
Analyze trends using reports
Analyze trends using reports
Complete automated maintenance management schedules
Complete automated maintenance management forms
Complete inspection worksheets
Conduct telephone conversations
Develop training schedules
Develop inspection schedules
Fill in the calibration label NSN block
Fill in the calibration label serial number block
Fill in the calibration label signature block
Fill in the calibration label nomenclature block
Fill in the calibration label date block
Follow unit standing operating procedures
Hold meaningful conversations with subordinates
Identify reports
Identify automated maintenance management schedules
Identify automated maintenance management forms
Identify inspection worksheets
Identify reports
Identify inspection worksheets
Identify reports
Interpret gestures and body language
Interpret unit standing operating procedures
Interpret subordinates' meanings
Know the concept of acceptance
Know how to document initial inspections
Know how to conduct initial inspections
Know the importance of initial inspections

Know the concept of rejection

Know the consequences of rejection

Know the purpose of calibration label signature block

Know the meaning of your signature

Know inspection standards

Know the purpose of initial inspections

Know when informal inspections are appropriate

Know how to write letters of appreciation

Know how to write memorandums

Know the concept of rejection

Know the concept of acceptance

Know how to determine the NSN od TMDE

Know how to write letters of commendation

Know when what awards are appropriate

Know how to write an award

Know the purpose of awards

Know how to fill out reports

Know the purpose of reports

Know the role of technical inspectors

Know how to fill out reports

Know the purpose of reports

Know how to write unit standing operating procedures

Know the duties of technical inspectors

Know the importance of automated maintenance management schedules

Know the importance of automated maintenance management forms

Know the purpose of automated maintenance management schedules

Know the importance of TMDE

Know the elements of unit standing operating procedures

Know the purpose of unit standing operating procedures

Know how to fill out reports

Know how to file reports

Know how to obtain blank report forms

Know the purpose of calibration label nomenclature block

Know the purpose of reports

Know how to file reports

Know how to obtain blank report forms

Know the consequences of rejection

Know how to write disciplinary letters

Know the importance of final inspections

Know the purpose of final inspections

Know how to send faxes

Know how to access E-mail
Know how to conduct final inspections
Know how to document in-process inspections
Know the consequences of rejection
Know the concept of rejection
Know the concept of acceptance
Know the responsibilities of customers in the QC program
Know the role of customers in the quality control program
Know the purpose of the calibration label NSN block
Know the purpose of the calibration label date block
Know calibration standards
Know the purpose of periodic calibration
Know the importance of the calibration label date block
Know the objectives of the calibration program
Know how to contact calibration technicians
Know the role of calibration technicians
Know the importance of the calibration program
Know how to write memorandums
Know how to document final inspections
Know how to appreciate others' points of view
Know the purpose of calibration label serial number block
Know the purpose of automated maintenance management forms
Know how to write letters of appreciation
Know when what awards are appropriate
Know the concept of empathy
Know how to control your temper
Know the importance of in-process inspections
Know how to conduct in-process inspections
Know the purpose of in-process inspections
Know the importance of direct eye contact
Know when to be stern and when to be sympathetic
Know how to write an award
Know how to listen carefully
Know how to write disciplinary letters
Know the purpose of awards
Know how to write letters of commendation
Locate the calibration label nomenclature block
Locate the calibration label signature block
Locate the calibration label serial number block
Locate the calibration label date block
Locate the calibration label NSN block

Locate serial numbers on items of TMDE
Manual maintenance management forms
Respect the problems of technical inspectors
Review training schedules
Review inspection worksheets
Review calibration schedules
Review inspection schedules
Review technical manuals
Review production schedules
Revise production schedules
Write memos

SUPERVISE PREVENTATIVE MAINTENANCE CHECKS AND SERVICES

Administer the PMCS program
Conduct motor stables
Interpret the results of inspections
Interpret Army regulations
Know inspection techniques
Know how to document PMCS
Know the objectives of PMCS
Know the limitations of the PMCS program
Know the purpose of quarterly services
Know the importance of semi-annual services
Know how to conduct semi-annual services
Know the purpose of semi-annual services
Know how to conduct quarterly services
Know the importance of quarterly services
Know the importance of proper lubrication
Know the importance of PMCS
Know the importance of the Army Oil Analysis Program
Know how to interpret the results of the Oil Analysis Program
Know how to administer the Army Oil Analysis Program
Know the purpose of Army regulations
Know the importance of annual services
Know how to conduct annual services
Know how to collect oil samples
Know what to do with oil samples
Know the importance of maintaining vehicle fluid levels
Know how to check vehicle fluid levels

Know how to conduct daily inspections
Know the importance of daily inspections
Know the purpose of annual services
Know the purpose of daily inspections
Locate Army regulations
Use the Maintenance Update

SUPERVISE FIELD SERVICES

Analyze maintenance missions
Analyze terrain
Complete the documentation for retrograde unserviceables
Compute mechanical advantages
Conduct recovery operations
Conduct defensive operations
Conduct a soil analysis
Control work flow at a field maintenance site
Coordinate logistical operations in a trains area
Deploy recovery teams
Determine main supply routes
Direct recovery operations
Direct groups using communications devices
Direct individuals using communications devices
Employ site selection techniques
Employ BDAR techniques
Ensure shop safety practices
Establish reconstitution points
Establish shop safety programs
Evaluate shop layouts
Follow unit standing operating procedures
Inspect field sanitation facilities
Interpret unit standing operating procedures
Know the purpose of unit standing operating procedures
Know how to document initial inspections
Know the concept of rejection
Know how to document in-process inspections
Know the concept of rejection
Know the purpose of in-process inspections
Know the concept of acceptance
Know how to conduct in-process inspections

Know the importance of in-process inspections
Know the concept of acceptance
Know how to conduct initial inspections
Know how to control reconstitution points
Know how to retrograde unserviceables
Know the principles of shop safety
Know the qualities of a good field maintenance site
Know the purpose of reconstitution points
Know the principles of maintenance workflow
Know how to write unit standing operating procedures
Know the importance of main supply routes
Know the purpose of main supply routes
Know the elements of unit standing operating procedures
Know the concept of acceptance
Know how to identify comsec devices
Know the importance of communications security
Know proper radio/telephone procedures
Know the importance of initial inspections
Know how to compute mechanical advantage
Know the objectives of Battle Damage and Repair
Know the purpose of Battle Damage and Repair
Know how to coordinate logistics operations
Know the purpose of a reconstitution point
Know the activities that take place in a reconstitution point
Know the principles of Battle Damage and Repair
Know the purpose of individual Army publications
Know how to organize a recovery team
Know how to document final inspections
Know how to conduct final inspections
Know the importance of final inspections
Know how to implement field sanitation
Know the characteristics of a good field maintenance site
Know how to select cover and concealment
Know the purpose of initial inspections
Know the concept of rejection
Know the purpose of final inspections
Know the objectives of Battle damage assessment and repair
Locate information in Army publications
Organize for maintenance missions
Plan for workflow at a field site
Plan for maintenance workflow

Plan a Battle Damage and Repair operation
Plan a field maintenance site
Plan for recovery operations
Revise shop operations
Select a field maintenance site
Select field sites
Supervise a Battle Damage and Repair operation
Supervise the erection of field facilities
Supervise a reconstitution point
Supervise shop operations
Use authentication documents
Use Army publications

SUPERVISE REPLACEMENT/RECONSTITUTION POINT

Approve actual/estimated cost of damage inspections
Complete the documentation for retrograde unserviceables
Conduct defensive operations
Control cannibalization operations
Determine main supply routes
Document BDAR actions
Employ BDAR techniques
Erect field facilities
Establish field maintenance sites
Establish reconstitution points
Follow unit standing operating procedures
Inspect field facilities
Interpret Army regulations
Interpret unit standing operating procedures
Know the documentation required by property accountability
Know the advantages of cannibalization
Know the objectives of property accountability
Know the problems with controlled cannibalization
Know the purpose of unit standing operating procedures
Know material handling equipment assets
Know how to write unit standing operating procedures
Know the importance of main supply routes
Know the purpose of main supply routes
Know the concept of hanger queens
Know the elements of unit standing operating procedures

Know the procedures required by property accountability
Know how to control reconstitution points
Know the purpose of reconstitution points
Know the purpose of individual Army publications
Know the problems with controlled cannibalization
Know how to retrograde unserviceables
Know when to retrograde unserviceables
Know the advantages of cannibalization
Know when quick fixes are appropriate
Know the objectives of battle damage assessment and repair
Locate information in Army publications
Maintain field facilities
Obtain Army regulations
Perform actual/estimated cost of damage inspections
Plan for defensive operations
Review actual cost of damage inspections
Review actual/estimated cost of damage inspections
Select field maintenance sites
Use Army publications

DEPLOY MAINTENANCE ASSISTANCE TEAMS

Analyze team missions
Analyze technical assistance requests
Analyze local publications
Brief team personnel
Conduct technical assistance visits
Estimate tools and test equipment requirements
Follow local publications
Know the purpose of individual Army publications
Locate information in Army publications
Organize team personnel
Perform follow-up actions
Plan for technical assistance visits
Plan for special missions
Receive technical assistance requests
Report results of visits
Use Army publications

SUPERVISE PUBLICATIONS LIBRARIES

Complete publications order forms
Determine changes in the Supply Update
Determine changes in the Maintenance Update
Dispose of out-of-date publications
Disseminate changes to publications
Interpret Army regulations
Know the purpose of individual Army publications
Know the publications ordering process
Locate information in Army publications
Obtain Army regulations
Operate micro-fich readers
Post changes to publications
Post changes to publications
Update technical bulletins
Update technical manuals
Update supply bulletins
Use Army publications

IMPLEMENT ARMY ENVIRONMENTAL PROGRAM

Estimate maneuver damage
Estimate the extent of maneuver damage
Have environmental awareness
Hold meaningful conversations with subordinates
Interpret subordinates' meanings
Interpret gestures and body language
Know how to maintain field sanitation
Know how to handle hazardous waste materials
Know how to store hazardous waste materials
Know how to transport hazardous waste materials
Know how to establish field sanitation facilities
Know how to minimize noise pollution
Know environmental goals
Know historic preservation policies
Know environmental protection policies
Know how to properly dispose of solid waste
Know environmental laws
Know the concept of empathy

Know how to appreciate others' points of view
Know how to listen carefully
Know the purpose of Army reference materials
Know how to control your temper
Know when to be stern and when to be sympathetic
Know environmental regulations
Know environmental policies
Know how to write memorandums
Know the importance of direct eye contact
Locate information in Army reference materials
Use Army reference materials

SUPERVISE SHOP SAFETY PROGRAM

Develop a shop safety plan
Enforce a shop safety plan
Enforce safety regulations
Enforce tool control procedures
Enforce the foreign object damage program
Ensure personal protective gear is worn
Ensure shop safety practices
Establish shop safety programs
Follow unit standing operating procedures
Identify personal protective gear
Interpret safety regulations
Inspect fire fighting equipment
Inspect warning labels
Inspect for proper ventilation
Inspect lifting devices
Interpret unit standing operating procedures
Know the consequences of improper ventilation
Know the importance of warning labels
Know the purpose of warning labels
Know the dangers associated with lifting devises
Know the importance of proper ventilation
Know the principles of shop safety
Know how to write unit standing operating procedures
Know the elements of unit standing operating procedures
Know the importance of personal protective gear
Know the objective of the foreign object damage program

Know the purpose of personal protective gear
Know the purpose of unit standing operating procedures
Observe personnel safe practices
Supervise the use of lifting devices

KNOWLEDGE & SKILLS RELATED TO GASs - TACTICAL OPERATIONS

CONDUCT TACTICAL OPERATIONS

Analyze missions
Calibrate Radiac meters
Call for indirect fires
Conduct a perimeter security operation
Conduct dismounted maneuvers
Conduct a battle analysis
Conduct dismounted patrols
Conduct mounted maneuvers
Conduct a terrain analysis
Conduct security operations
Coordinate supporting indirect fires
Coordinate with adjacent units
Develop a radiation monitoring plan
Determine levels of radiation
Develop an interlocking fires plan
Develop written orders
Develop a radiation overlay plot
Direct fires
Direct the defense of a maintenance support team
Effect coordination with higher headquarters
Effect coordination with adjacent units
Effect coordination with subordinate units
Effect coordination with supporting units
Establish tactical objectives
Estimate enemy capabilities
Exercise command and control procedures
Identify protective clothing
Identify warning devices
Identify communications devices
Inspect protective clothing
Issue verbal orders
Issue verbal orders by telephone
Issue verbal orders by radio
Issue written orders
Know how to conduct a battle analysis
Know the steps of military decision making

Know the problems of defending maintenance support teams
Know the principles of offensive warfare
Know the part that personnel plays in operational readiness
Know the concept of operational readiness
Know communications procedures
Know the techniques of stress management
Know the purpose of maneuver on the battle field
Know the importance of maneuver on the battle field
Know the relationship of maneuver to fires on the battle field
Know how to plan maneuvers
Know how to control maneuvers
Know the part that equipment plays in operational readiness
Know the part that training plays in operational readiness
Know the purpose of topographic maps
Know the concept of interlocking fires
Know how to conduct security operations
Know how to plan an attack
Know how to plan a unit defense
Know the alert signal of warning devices
Know how to use secure communications
Know the purpose of reconnaissance
Know the importance of protective clothing
Know how to reorganize unit after enemy contact
Know how to conduct radiation monitoring
Know the purpose of Radiac meters
Know the purpose of firing stakes
Know the concept of maintenance support
Know the principles of military decision making
Know alarm signals
Know how to sound alarms
Know your role in the command and control process
Know hand and arm signals
Know your role in frontal attacks
Know the purpose of Dosimeters
Know Air Land Battle principles
Know how to plan for air support
Know the role of military intelligence
Know how to request air support
Know the principles of command and control
Know how to plot avenues of approach on a map overlay
Know command and control procedures

Know how to plan avenues of approach
Know the importance of interlocking fires
Know the purpose of interlocking fires
Locate your position using a map
Manage stress in combat
Maneuver using topographic maps
Organize a perimeter security
Participate in turning movements offensive operations
Participate in an envelopments attack
Perform a map reconnaissance
Perform an area reconnaissance
Perform a route reconnaissance
Perform maneuver planning
Perform logistical planing
Perform a map route reconnaissance
Plan for the defense of a maintenance support team
Plan for transportation support during tactical operations
Plan for supply support during tactical operations
Plan for direct fires
Plan for fire support
Plan for dismounted patrols
Plan for dismounted maneuvers
Plan for indirect fire support
Plan for a perimeter security
Plot levels of radiation on a map overlay
Plot tactical objectives on a map overlay
React to warning devices
Read Dosimeters
Read topographic maps
Reorganize unit after enemy contact
Supervise radiation monitoring
Use communications devices
Use protective clothing
Use Radiac meters
Use hand and arm signals
Write a unit defense plan
Write an attack order

SUPERVISE THE DEPLOYMENT OF UNIT ASSETS

Analyze recovery requests
Classify bridges
Compute distances
Compute vehicles loads
Conduct communications planning
Conduct verbal briefings
Conduct convoy operations
Conduct inventories
Determine ammunition requirements
Develop written directions
Develop loading plans
Estimate slopes
Estimate bridge capacities
Exercise command and control procedures
Follow unit standing operating procedures
Identify how to properly pack and package various materials
Identify map symbols
Inspect a vehicle loading plan
Interpret unit standing operating procedures
Know the importance of loading plans
Know the purpose of lifting devices
Know hand and arm signals
Know to principles of inventory control
Know the elements of a loading plan
Know the purpose of loading plans
Know the elements of a loading plan
Know how to estimate slopes
Know your recovery section assets
Know the advantages of spread loading
Know vehicle on-road weight capacities
Know vehicle cube capacities
Know vehicle off-road weight capacities
Know the purpose of loading plans
Know the documentation required by property accountability
Know how to write unit standing operating procedures
Know the elements of unit standing operating procedures
Know the principles of packing, preservation, and packing
Know packing techniques
Know the procedures required by property accountability
Know the objectives of property accountability
Know the purpose of unit standing operating procedures

Know how to plan a unit movement
Know how to inspect a vehicle loading plan
Know vehicle capacities - weight & cube
Know how to move and store hazardous materials
Know the purpose of spread loading
Know how to locate your position using GPS
Know the meaning of map symbols
Know how to perform a map reconnaissance
Know the consequences of not spread loading
Know how to locate your position using a map and compass
Know the importance of proper packing and packaging of materials
Know command and control procedures
Know how to read a topographic map
Know how to estimate bridge capacities
Know the purpose of individual Army publications
Know how to perform a route reconnaissance
Locate your position using a map
Locate information in Army publications
Locate map legend
Locate your position using the Global Positioning System
Manage the use of packing materials
Meet recovery requests
Order ammunition
Perform a map reconnaissance
Perform a route reconnaissance
Plan a unit movement
Plan for the use of material handling equipment
Plan convoy operations
Plan inventories
Plan for deployment
Read a topographic map
Read coordinates
Receive recovery requests
Review loading plans
Revise loading plans
Select personnel for deployment by specialty
Select recovery assets based on requirements
Supervise the use of lifting devices
Supervise proper packing and packaging of materials
Supervise the conduct of inventories
Tailor weapons selection to the mission

Tailor tools and equipment to the mission
Tailor vehicles to the mission
Test communications
Test weapons as required or permitted
Use hand and arm signals
Use Army publications

KNOWLEDGE & SKILLS RELATED TO GASs - LOGISTICS MANAGEMENT

CONDUCT COMBAT SERVICE SUPPORT OPERATIONS

Analyze trends using reports
Analyze financial reports
Conduct maintenance planning
Conduct maintenance operations
Conduct inventories
Coordinate the visit of a maintenance assistance team
Define depot level repairables
Determine the funds available in a stock fund
Direct shop operations
Direct a Preventative Maintenance Checks and Services program
Direct maintenance operations
Direct a maintenance assistance team
Enter data into a computer program
Establish a Preventative Maintenance Checks and Services program
Evaluate a Preventative Maintenance Checks and Services program
Follow unit standing operating procedures
Identify reports
Interpret unit standing operating procedures
Know the relationship between supply and maintenance operations
Know how to backward plan
Know the importance of planning
Know the relationship between transportation & maintenance opns
Know to principles of inventory control
Know the purpose of inventories
Know the principles of maintenance workflow
Know the importance of inventories
Know the objectives of property accountability
Know the elements of unit standing operating procedures
Know the purpose of unit standing operating procedures
Know how to write unit standing operating procedures
Know the concept of demand data
Know the relationship between production and quality control
Know the principles of production control
Know how to prepare unservicables for retrograde
Know how stock funds work
Know how to analyze stock fund reports

Know how to store repair parts
Know how to store supplies
Know how to file reports
Know how to obtain blank report forms
Know how to order repair parts
Know the documentation required by property accountability
Know how to stock repair parts
Know how to fill out reports
Know the purpose of reports
Know how to store sensitive items
Know the procedures required by property accountability
Know how to order depot level reparables
Know how to inspect COMSEC devices
Know how to troubleshoot COMSEC devices
Know how to maintain COMSEC devices
Know how to repair COMSEC devices
Know how to maintain engineer equipment
Know how to report the results of an assistance visit
Know how to troubleshoot engineer equipment
Know how to inspect communications equipment
Know how to troubleshoot communications equipment
Know how to maintain combat vehicles
Know the purpose of individual Army publications
Know how to troubleshoot combat vehicles
Know how to inspect combat vehicles
Know how to maintain communications equipment
Know how to repair combat vehicles
Know how to repair engineer equipment
Know how to inspect engineer equipment
Know the purpose of Preventative Maintenance Checks and Services
Know the importance of Preventative Maintenance Checks & Services
Know how to repair small arms
Know the purpose of computer systems
Know how to evaluate a maintenance operation
Know the principles of financial accounting
Know how to account for depot level reparables
Know how to maintain tactical vehicles
Know how to inspect small arms
Know how to inspect tactical vehicles
Know the purpose of a maintenance assistance team
Know how to troubleshoot tactical vehicles

Know how to repair tactical vehicles
Know how to troubleshoot small arms
Know how to maintain small arms
Locate information in Army publications
now how to repair communications equipment
Organize a maintenance assistance team
Organize a maintenance operation
Plan inventories
Plan for maintenance workflow
Prepare documentation for the retrograde of unservicables
Print out reports using a computer system
Supervise the conduct of inventories
Use financial accounting automated programs
Use Army publications
Write a maintenance management plan

MANAGE MAINTENANCE FACILITIES

Direct shop operations
Ensure shop safety practices
Erect field facilities
Establish shop safety programs
Follow unit standing operating procedures
Inspect field facilities
Inspect fixed facilities
Interpret unit standing operating procedures
Know the principles of shop safety
Know the principles of maintenance workflow
Know the relationship between production and quality control
Know the elements of unit standing operating procedures
Know the purpose of unit standing operating procedures
Know the purpose of individual Army publications
Know how to write unit standing operating procedures
Know the principles of production control
Locate information in Army publications
Maintain field facilities
Plan for maintenance workflow
Use Army publications

MANAGE AUTOMATED LOGISTICS SUPPORT SYSTEMS

Analyze trends using reports
Analyze financial reports
Analyze material readiness reports
Approve supply requests
Assess maintenance program capabilities
Complete priority code sections
Complete supply requests for repair parts
Complete serial number blocks
Complete signature blocks
Complete form headings
Complete data sections
Complete supply requests for major items of equipment
Complete material readiness reports
Complete transportation requests
Complete unit identification code blocks

Complete NSN blocks
Complete nomenclature blocks
Complete period covered blocks
Complete unit identification blocks
Determine the serial numbers of test equipment
Determine the NSN of repair parts
Determine the serial numbers of end items
Determine the NSN of end items
Determine the serial numbers of sensitive items
Determine periods covered
Determine the nomenclature of end items
Determine the serial numbers of weapons
Determine the nomenclature of repair parts
Determine priority codes
Determine the nomenclature of depot level reparables
Determine the effectiveness of maintenance management programs
Determine maintenance program requirements
Determine the NSN of depot level repairables
Determine the status of equipment
Determine the disposition of equipment
Determine transportation requirements
Determine the condition code of equipment
Determine the correct unit identification
Determine the correct date
Determine unit identification codes
Develop a maintenance management plan
Enter the condition code
Fill in the equipment status section
Fill in date blocks properly
Follow unit standing operating procedures
Identify discrepancies in automated reports
Identify the equipment status section
Identify reports
Interpret unit standing operating procedures
Know the principles of supply management
Know the purpose of transportation requests
Know the purpose of UICs
Know what transportation assets are available
Know the purpose of period covered blocks
Know how to obtain authorization for high priority requests
Know the concept of demand data

Know how to stock repair parts
Know the impacts of SFDLR on maintenance and supply operations
Know the purpose of the stock funding of depot level repairables
Know the meaning of your signature on maintenance documents
Know how to order repair parts
Know how stock funds work
Know the relationship between maintenance and supply management
Know the purpose of supply requests
Know the importance of priority codes
Know the importance of your signature
Know the purpose of priority codes
Know the objectives of maintenance management programs
Know how to fill in equipment blocks
Know the purpose of disposition blocks
Know the importance of dates
Know the purpose of equipment blocks
Know the purpose of the equipment status section
Know the purpose of NSN blocks
Know the purpose of fault identification blocks
Know the importance of the equipment status section
Know the meaning of Julian dates
Know the consequences of pre or post dating maintenance documents
Know how to print out reports and listings
Know how to access programs
Know the purpose of individual Army publications
Know how to analyze reports and listings for trends
Know how to enter data into computer programs
Know the purpose of data sections on forms and reports
Know the meaning of condition codes
Know the principles of financial accounting
Know how to fill in fault identification blocks
Know the purpose of a maintenance management plan
Know the purpose of nomenclature blocks
Know the elements of a maintenance management plan
Know the relationship between material and operational readiness
Know the concept of material readiness
Know the importance of maintenance management planning
Know how to write unit standing operating procedures
Know the elements of unit standing operating procedures
Know the purpose of reports
Know how to fill out reports

Know how to obtain blank report forms
Know how to file reports
Know the purpose of unit standing operating procedures
Know the principles of maintenance management
Locate information in Army publications
Operate computer systems
Review supply requests
Review data sections
Supervise maintenance management programs
Use financial accounting automated programs
Use Army publications

MANAGE MANUAL MAINTENANCE MANAGEMENT DOCUMENTS

Complete repairs required blocks
Complete repair parts required blocks
Complete the quantities required blocks
Complete printed name blocks
Complete signature blocks
Complete priority code sections
Complete rank blocks
Complete data sections
Complete type of request sections
Complete type of inspection blocks
Complete NSN blocks
Complete serial number blocks
Complete equipment identification sections
Complete equipment listing sections
Complete discrepancy blocks
Complete form headings
Complete unit identification code blocks
Complete nomenclature blocks
Complete unit identification blocks
Determine the correct date
Determine the NSN of end items
Determine the nomenclature of end items
Determine the nomenclature of depot level reparables
Determine the status of equipment
Determine the NSN of repair parts

Determine the NSN of depot level repairables
Determine priority codes
Determine the serial numbers of sensitive items
Determine the serial numbers of test equipment
Determine the serial numbers of weapons
Determine the correct unit identification
Determine correct maintenance codes
Determine correct quantities of parts
Determine the nomenclature of repair parts
Determine unit identification codes
Determine the condition code of equipment
Determine the serial numbers of end items
Enter the condition code
Enter maintenance codes on forms
Fill in the equipment status section
Fill in date blocks properly
Identify the equipment status section
Identify individuals prior to completing the operator's name
Know the purpose of UICs
Know the purpose of NSN blocks
Know the importance of your signature
Know how to obtain authorization for high priority requests
Know the importance of priority codes
Know the purpose of priority codes
Know the meaning of your signature on maintenance documents
Know how to fill in equipment blocks
Know the purpose of restriction blocks
Know the purpose of repairs required blocks
Know the different types of inspections
Know the purpose of type of request sections
Know how to obtain authorization signatures
Know the purpose of repair parts required blocks
Know the purpose of maintenance code blocks
Know the purpose of equipment listing sections
Know the purpose of equipment identification sections
Know the purpose of initials blocks
Know the meaning of initials on forms and reports
Know when authorizations are required
Know the meaning of condition codes
Know the purpose of the equipment status section
Know the purpose of equipment blocks

Know the importance of the equipment status section
Know the purpose of fault identification blocks
Know how to fill in fault identification blocks
Know the purpose of discrepancy blocks
Know the consequences of pre or post dating maintenance documents
Know the purpose of nomenclature blocks
Know the meaning of Julian dates
Know the purpose of data sections on forms and reports
Know the importance of dates
Review data sections
Review operators' restrictions

MANAGE REPAIR PARTS LISTINGS

Complete unit identification blocks
Complete unit identification code blocks
Complete stock description blocks
Complete NSN blocks
Complete signature blocks
Complete rank blocks
Complete signature blocks
Complete quantity authorized blocks
Complete unit location blocks
Complete part number blocks
Complete data sections
Complete parts listing sections
Complete number of demands blocks
Complete form headings
Determine the correct date
Determine the NSN of repair parts
Determine the NSN of end items
Determine unit identification codes
Determine the NSN of depot level repairables
Determine the correct date
Determine the correct unit identification
Fill in date blocks properly
Fill in date blocks properly
Identify discrepancies in automated reports
Know how to stock repair parts
Know the consequences of pre or post dating maintenance documents

Know the importance of dates
Know the concept of demand data
Know how to order repair parts
Know the importance of your signature
Know the meaning of your signature on maintenance documents
Know the meaning of Julian dates
Know the purpose of NSN blocks
Know the purpose of UICs
Know how to enter data into computer programs
Know the purpose of stock description blocks
Know the meaning of Julian dates
Know the importance of dates
Know the consequences of pre or post dating supply documents
Know how to determine correct quantities authorized
Know the purpose of parts listing sections
Know the concept of demand data
Know the purpose of part number blocks
Know how to determine part numbers
Know how to obtain authorization signatures
Know when authorizations are required
Know how to analyze reports and listings for trends
Know the purpose of number of demands blocks
Know the purpose of data sections on forms and reports
Know how to print out reports and listings
Know how to access programs
Know the importance of your signature
Know the consequences of pre or post dating maintenance documents
Know the meaning of your signature on maintenance documents
Operate computer systems
Review data sections

MANAGE MANUAL REPAIR PARTS REQUESTS

Complete technical manual block
Complete unit identification code blocks
Complete NSN blocks
Complete signature blocks
Complete reason for turn-in block
Complete item description section
Complete unit identification blocks

Complete quantity authorized blocks
Complete priority code sections
Determine priority codes
Determine the NSN of end items
Determine the NSN of repair parts
Determine the NSN of depot level repairables
Determine the correct date
Determine unit identification codes
Determine the correct unit identification
Fill in date blocks properly
Know the purpose of UICs
Know how to obtain authorization for high priority requests
Know the meaning of your signature on supply documents
Know the importance of your signature
Know the importance of priority codes
Know the purpose of NSN blocks
Know how to determine the correct technical manual number
Know how to order repair parts
Know how to determine the reason for turn-in
Know how to determine correct quantities authorized
Know how to obtain approval for high priority requests
Know how to stock repair parts
Know the concept of demand data
Know the purpose of the approval block
Know the consequences of pre or post dating maintenance documents
Know the importance of dates
Know the meaning of Julian dates
Know the purpose of priority codes

ASSESS DIVISION AND CORPS TRANSPORTATION CAPABILITIES

Complete transportation requests
Determine transportation requirements
Follow unit standing operating procedures
Interpret unit standing operating procedures
Know how to write unit standing operating procedures
Know what transportation assets are available
Know the purpose of transportation requests
Know the elements of unit standing operating procedures
Know how transportation units are organized

Know what your organic transportation capabilities are
Know when to use organic transportation capabilities
Know what type of personnel transportation units have
Know how to read transportation plans
Know the purpose of unit standing operating procedures
Know the meaning of transportation priorities
Know what transportation equipment is available

MANAGE HAZARDOUS MATERIALS

Develop loading plans
Interpret federal regulations on hazardous materials
Interpret Army regulations
Know packing techniques
Know the elements of a loading plan
Know the purpose of loading plans
Know the importance of loading plans
Know the principles of packing, preservation, and packing
Know the approval process for moving hazardous materials
Know how to obtain state and local regulations
Know how to request disposition of hazardous materials
Know facility requirements for storing hazardous materials
Know how to handle hazardous waste materials
Know what plans must be made with respect to hazardous materials
Know how to store hazardous waste materials
Know how to transport hazardous waste materials
Manage the use of packing materials
Obtain Army regulations
Review loading plans
Revise loading plans
Supervise the packaging of materials

MANAGE PROPERTY ACCOUNTABILITY

Analyze local publications
Complete property accountability documentation
Complete equipment identification sections
Conduct inventories
Determine the serial numbers of test equipment

Determine the serviceability of items of equipment
Determine the NSN of end items
Determine the NSN of repair parts
Determine the serial numbers of sensitive items
Determine the NSN of depot level repairables
Determine the serial numbers of end items
Determine the serial numbers of weapons
Enforce tool control procedures
Follow local publications
Identify tools by name
Identify tools by stock number
Identify tools by sight
Inspect property books
Inspect property accountability documentation
Inspect storage facilities
Interpret Army regulations
Know the concept of serviceability
Know the documentation required by property accountability
Know the purpose of individual Army publications
Know the principles of packing, preservation, and packing
Know to principles of inventory control
Know the purpose of property books
Know the procedures required by property accountability
Know packing techniques
Know how to establish inventory schedules
Know what information supply bulletins contain
Know how to obtain technical bulletins
Know how to obtain supply bulletins
Know the importance of proper storage of equipment
Know the importance of property books
Know the objectives of property accountability
Know what information technical bulletins contain
Know how to obtain technical manuals
Know the purpose of equipment identification sections
Know the purpose of property accountability documentation
Know what information technical manuals contain
Locate information in Army publications
Maintain property books
Manage the use of packing materials
Obtain Army regulations
Plan inventories

Review technical bulletins for required information
Review supply bulletins for required information
Review inventory schedules
Review technical manuals for required information
Review property accountability documentation
Supervise the conduct of inventories
Supervise the packaging of materials
Use Army publications

MANAGE MATERIAL ACQUISITION AND ACCOUNTING PROCESS

Analyze trends using reports
Analyze material readiness reports
Approve actual/estimated cost of damage inspections
Complete transportation requests
Complete material readiness reports
Compute order-ship times
Compute authorized quantities using demand data
Conduct inventories
Depot level repairables
Determine the serial numbers of test equipment
Determine the serial numbers of weapons
Determine the serial numbers of test equipment
Determine the serial numbers of end items
Determine the serial numbers of weapons
Determine the NSN of depot level repairables
Determine the NSN of repair parts
Determine the NSN of end items
Determine the serial numbers of end items
Determine the serial numbers of sensitive items
Determine the serial numbers of sensitive items
Determine transportation requirements
Determine the serviceability of items of equipment
Identify discrepancies in automated reports
Identify reports
Inspect storage facilities
Inspect property books
Interpret Army regulations
Know packing techniques
Know what transportation assets are available

Know how to obtain blank report forms
Know the principles of packing, preservation, and packing
Know the purpose of transportation requests
Know the relationship between material and operational readiness
Know the objectives of property accountability
Know how to file reports
Know the documentation required by property accountability
Know how stock funds work
Know the impacts of SFDLR on maintenance and supply operations
Know the purpose of the stock funding of depot level repairables
Know how to fill out reports
Know the purpose of reports
Know how to order repair parts
Know how to stock repair parts
Know the concept of demand data
Know the procedures required by property accountability
Know to principles of inventory control
Know the impact of order-ship times on maintenance operations
Know the impact of order-ship times on supply operations
Know how to turn-in major items of equipment
Know the concept of serviceability
Know the importance of proper storage of equipment
Know what information supply bulletins contain
Know how to obtain supply bulletins
Know how to request issue of major items of equipment
Know which items are major items of equipment
Know the purpose of property books
Know how to establish inventory schedules
Know the importance of property books
Know the purpose of the prescribed load list
Know the concept of demand data
Know how to compute PLL authorized quantities
Know the concept of material readiness
Know how to obtain technical manuals
Know how to print out reports and listings
Know how to enter data into computer programs
Know how to access programs
Know how to analyze reports and listings for trends
Know what information technical manuals contain
Maintain property books
Manage the use of packing materials

Obtain Army regulations
Operate computer systems
Perform actual/estimated cost of damage inspections
Plan inventories
Review supply bulletins for required information
Review technical manuals for required information
Review inventory schedules
Review actual/estimated cost of damage inspections
Supervise the packaging of materials
Supervise the conduct of inventories

RESIDENT TRAINING ACTIONS

Develop subordinates
Prevent stress
Apply leadership
Adhere to Army traditions
Supervise unit level administrative procedures
Develop plans and standing operating procedures
Assess unit capabilities to support proposed operations
Supervise quality control programs
Supervise preventative maintenance checks and services
Supervise field maintenance
Supervise publications libraries
Implement Army environmental program
Supervise the shop safety program
Conduct offensive tactical operations
Conduct defensive tactical operations
Supervise deployment of unit assets
Conduct combat service support operations
Manage maintenance facilities
Manage automated logistics systems
Manage manual maintenance management documents
Manage repair parts operations
Assess division and corps transportation capabilities
Manage hazardous materials
Manage property accountability
Manage the material acquisition and accounting process

An Application of the High Transfer Training (HITT) Methodology with Soft Skills Tasks

Step C

CURRENT STEP C

DESCRIBE GENERIC ACTION STATEMENTS

PURPOSE

To describe the actions performed on the Generalized Objects and create Specific Action Statements (SASs).

SUMMARY OF THE STEP

Determine the actions directly related to the items on the Generalized Objects List. Produce a GAS List by associating the verbs on the Action Verbs List with the generalized objects. Use the TRADOC Forms 550 to develop an outline of the process involved with the application of actions on related objects. Develop and describe the SASs by clustering and naming GASs when common processes permit. Divide GASs into more specific action statements when differences in processes demand.

INPUTS

*   The List of Action Verbs from Step A

*   The Generalized Objects List from Step B

*   TRADOC Forms 550 or MDLs from SAT

*   TMs

PROCEDURE

1.   Determine the actions related to each generalized object by directly associating the verbs on the Action Verbs List with the appropriate Generalized Object. Produce a Generic Action Statements (GAS) List.

2.   Develop outlines of the processes (steps and substeps) involved with each GAS through comparison of all TRADOC Forms 550 and MDLs. If no Forms 550 or MDLs exist, use the TMs to develop the outlines.

3.   Develop and describe the Specific Action Statements (SASs) for the GASs. Use the GAS as the SAS when there is only one mode of operation, configuration, function, processes, etc. When differences in processes demand, write more specific SASs for each mode of operation, configuration, function, etc. of the GAS. When common processes permit, combine GASs and name that GAS. If only one object is associated with the GAS, then give the SAS the specific name of that object.

PRODUCTS

*   GAS List

*   Process Outlines for the GASs

*   SAS List

PRODUCT USE IN FUTURE STEPS

The GASs and their Process Outlines provide direct input to Step D, Describe Knowledge and Skills Groups Associated with the Specific Action Statements (SASs). They are analyzed in Step D to form the Resident Training Actions (RTAs). GASs are also used in HITT Step E - Develop and Sequence Generic Terminal Learning Objectives. The GAS process Outlines provide information for the conduct of HITT Step F - Develop Learning Specifications.

RECOMMENDED CHANGES TO STEP C:

1.   General.

  *   Replace all references to "Specific Action Statements" with "Generic Action Statements." Having a separate term for a special case of Generic Action Statements is confusing and does not add anything of substance to the analysis.

  *   Delete all references to SAT. SAT materials are scarce and those that do exist provide minimal data inputs to the analysis.

  *   Delete all references and actions related to "Process Outlines." See the comment below.

  *   Add a procedure and a product to this step, Develop a Revised List of Components for each GAS based on any changes made to the Generalized Objects List.

2.   Based on this Application of HITT.

  *   Delete all references to TMs. This kind of reference constrains the analysis to hardware applications only.

  *   Add a step to the procedure and a product produced during analysis of verbs with similar meanings. Several verbs in the Ordnance ANCOC Job Task Inventory mean substantially the same thing.

COMMENTS:

1.   General.

  *   When the development of the HITT methodology became a group project at Fort Gordon, two members of the group insisted that the procedures contained in the Technical Manuals be copied into the methodology at some point. Step C was chosen as this location. The analyst should study the procedures associated with the job tasks, but including the Process Outlines serves no purpose in the analysis beyond consolidating and documenting the procedures in the HITT products. The Process Outlines do provide input to Step F, Develop Learning Specifications, but the TMs could provide this input to this step at that point. Also, Learning Specification Worksheets are documents that are unique to the Signal School.

2.   Based on this Application of HITT.

   *   Many actions associated with soft skills tasks are not clearly defined procedures, but rather interactive processes. This fact further constrains the development of anything like Process Outlines to hard skill applications only.

REVISED STEP C

DESCRIBE GENERIC ACTION STATEMENTS

PURPOSE

To describe the actions performed on the Generalized Objects and create Generic Action Statements (GASs).

SUMMARY OF THE STEP

Determine if any verbs on the Job Task Inventory have similar meanings. If so, select the verbs that best describe the actions for this application and use those verbs for the remainder of the analysis. Determine the actions directly related to the items on the Generalized Objects List. Produce a GAS List by associating the verbs on the Action Verbs List with the generalized objects. Cluster and rename GASs when common processes permit. Divide GASs into two or more GASs when differences in processes demand. Develop a revised list of components for each GAS based on any additions or deletions made to the Generalized Objects List.

INPUTS

*   Action Verbs Functional Groups from Step A - Enclosure 2

*   The Generalized Objects List from Step B - Enclosure 5

*   The Objects and Components List from Step B - Enclosure 3

PROCEDURE

1.   Determine if any verbs on the Job Task Inventory have similar meanings. If so, select the verbs that best describe the actions for this application. Produce an Action Verbs List.

2.   Determine the actions related to each generalized object by directly associating the verbs on the Action Verbs List with the appropriate Generalized Object. Produce a Generic Action Statements (GAS) List.

3.   Cluster GASs when common processes permit and divide GASs into two or more GASs when differences in processes demand. Produce a revised Generic Action Statements List.

4.   Develop a revised list of components for each GAS based on any additions or deletions made to the Generalized Objects List.

PRODUCTS

*   List of GASs with associated components

PRODUCT USE IN FUTURE STEPS

The GASs List with associated components provides direct input to Step D, Describe Knowledge and Skills Groups Associated with the Generic Action Statements. They are analyzed in Step D to form the Resident Training Actions (RTAs).

APPLICATION OF HITT TO ORDNANCE ANCOC

Procedures:

1.   Determined that several verbs on the Job Task Inventory had similar meanings by initially reviewing the Generalized Objects List. Thirteen of the 35 verbs were selected. The results of this step are at Enclosure 1.

2.   Determined the actions related to each generalized object by directly associating the verbs on the Action Verbs List with
the appropriate Generalized Object. The initial Generic Action
Statements List is at Enclosure 2.

3.   Clustered several GASs based on further identification of commonalities. The final Generic Action Statements List is at Enclosure 3.

4.   Developed a revised list of components for each GAS based on deletions made to the Generalized Objects List. See Enclosure 4.

Products:

*   List of GASs with associated components - see Enclosure 4.

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ACTION VERBS LIST

JOB TASK INVENTORY VERBS:	ACTION VERBS LIST:
Direct	
Conduct	Conduct
Control	
Manage	Manage
Administer	
Supervise	Supervise
Adhere	Adhere
Apply	Apply
Plan	
Develop	Develop
Organize	
Reorganize	
Establish	Establish
Select	
Execute	
Implement	Implement
Perform	
Deploy	Deploy
Displace	
Coordinate	
Integrate	
Inspect	Inspect
Assess	Assess
Evaluate	
Interpret	
Determine	
Maintain	
Monitor	
Review	Review
Ensure	
Counsel	
Motivate	
Prevent	Prevent
Reduce	
Solve	

INITIAL GENERIC ACTION STATEMENTS LIST

Develop subordinates
Prevent stress
Apply leadership
Adhere to Army traditions
Supervise unit level administrative procedures
Develop plans
Review RC mobilization plans
Conduct risk assessments
Develop standing operating procedures
Assess unit capabilities to support proposed operations
Supervise quality control programs
Supervise preventative maintenance checks and services
Supervise the oil analysis program
Supervise field services
Establish field maintenance sites
Supervise replacement/reconstitution points
Deploy maintenance assistance teams
Supervise controlled cannibalization procedures
Supervise publications libraries
Implement Army environmental program
Supervise the shop safety program
Conduct defensive operations
Conduct offensive operations
Conduct radiation monitoring
Supervise deployment of unit assets
Inspect loading plan for vehicle to include its trailer
Conduct combat service support operations
Manage maintenance facilities
Manage automated logistics support systems
Manage manual maintenance management reports
Inspect equipment operator's qualification record
Manage automated maintenance management reports
Manage manual repair parts listings
Manage automated repair parts listings
Manage manual repair parts requests
Assess division and corps transportation capabilities
Assess division and corps transportation organization

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Manage hazardous materials
Supervise packaging and crating of unit supplies/equipment
Manage property accountability
Manage the material acquisition and accounting process

FINAL GENERIC ACTION STATEMENTS LIST

Develop subordinates
Prevent stress
Apply leadership
Adhere to Army traditions
Supervise unit level administrative procedures
Develop plans
Develop standing operating procedures
Assess unit capabilities to support proposed operations
Supervise quality control programs
Supervise preventative maintenance checks and services
Supervise field maintenance sites
Supervise replacement/reconstitution points
Deploy maintenance assistance teams
Supervise publications libraries
Implement Army environmental program
Supervise the shop safety program
Conduct tactical operations
Supervise deployment of unit assets
Conduct combat service support operations
Manage maintenance facilities
Manage automated logistics systems
Manage manual maintenance management documents
Manage repair parts listings
Manage manual repair parts requests
Assess division and corps transportation capabilities
Manage hazardous materials
Manage property accountability
Manage the material acquisition and accounting process

GASs RELATED TO PERSONNEL

DEVELOP SUBORDINATES

Army reference materials
Conversations with subordinates
Correspondence with subordinates
Efficiency report entries
Efficiency reports
Formal counseling sessions
Informal counseling sessions
Medical records
NCO Academy reference materials
Observations of subordinates
Personnel records
Personnel reference materials
Program reference materials
Program records
Report forms
Sergeants Major Academy reference materials
Training reference materials
Training records

PREVENT STRESS

Community recreational professionals
Conversations with subordinates
Counseling sessions
Education programs
Family fitness program
FM 26-2
Health risk appraisal
Health care providers
Hypertension identification
Medical records
Observations of subordinates
Reference materials
Spiritual fitness
Suicide prevention
Training sessions
Training programs

Treatment programs
Unit ministry team

APPLY LEADERSHIP

Army reference materials
Conversations with superiors
Conversations with subordinates
Conversations with peers
Conversations with groups
Conversations with individuals
Correspondence with peers
Correspondence with subordinates
FM 22-100
FM 22-103
FM 22-102
Formal counseling sessions
Informal counseling sessions
Insubordination
Maslows' hierarchy of needs theory
Motivation
NCO Academy reference materials
Observations of subordinates
Personnel reference materials
Principles of motivation
Professional ethics
Reference materials
Resource limitations
Risk assessment
Sergeants Major Academy reference materials
Stress management
Team spirit activities
Technical competence
Uniform Code of Military Justice
Unit standing operating procedures

ADHERE TO ARMY TRADITIONS

Army reference materials
Conversations with peers
Conversations with superiors

Correspondence with peers
Correspondence with superiors
Historical publications
NCO Academy reference materials
Sergeants Major Academy reference materials
Unit standing operating procedures

SUPERVISE UNIT LEVEL ADMINISTRATIVE PROCEDURES

Army reference materials
Filing systems
NCO Academy reference materials
Office management
Office management reports
Sergeants Major Academy reference materials
Unit standing operating procedures

GASs RELATED TO PLANNING

DEVELOP PLANS

Advantages
Army publications
Backward planning techniques
Circumstances
Consequences
Levels of risk
Local SOPs
Logistics annexes
Maintenance capabilities
Maintenance management plans
Operations orders
Plan elements
Planning principles
Purpose of mobilization plans
RC missions
RC organizations
Risk assessment
Tactical planning
Types of plans

DEVELOP STANDING OPERATING PROCEDURES

Approval process
Army publications
Elements of SOPs
Local SOPs
Maintenance management SOPs
Purpose of SOPs
Review process

ASSESS UNIT CAPABILITIES TO SUPPORT PROPOSED OPERATIONS

Army publications
Local SOPs
Maintenance management plans
Materials handling equipment
Personnel

Power generation equipment
Recovery assets
Tactical operations plans
Tools and test equipment
Vehicles
Weapons and ammunition

GASs RELATED TO MAINTENANCE OPERATIONS

SUPERVISE QUALITY CONTROL PROGRAM

Automated maintenance management forms
Automated maintenance management schedules
Automated maintenance management reports
Calibration label nomenclature block
Calibration label signature block
Calibration label serial number block
Calibration label NSN block
Calibration schedules
Calibration label date block
Calibration schedules
Calibration program
Calibration technicians
Customers
E-mail
Electronic correspondence
Faxes
Final inspections
Formal inspections
Formal correspondence
In-person conversations
In-process inspections
Informal correspondence
Informal inspections
Initial inspections
Inspection schedules
Inspection standards
Inspection worksheets
Letters
Manual maintenance management schedules
Manual maintenance management reports
Manual maintenance management forms
Memos
Notes
Production schedules
Reports
SOPs

Technical manuals
Technical inspectors
Telephone conversations
Test, measurement, and diagnostic equipment
Training schedules

SUPERVISE PREVENTATIVE MAINTENANCE CHECKS AND SERVICES

Annual services
Army regulations
Army Oil Analysis Program
Collections
DA Form 2404
Daily inspections
DD Form 314
Fluid levels
Importance of PMCS
Inspection techniques
Interpretation of results
Maintenance Update
Motor stables
Program limitations
Proper lubrication
Quarterly services
Scheduled services
Semi-annual services

SUPERVISE FIELD SERVICES

Army publications
Battle damage assessment and repair
Cover and concealment
Defensive operations
Field sanitation
Field site selection
Field facilities
Final inspections
In-process inspections
Initial inspections
Local SOPs
Main supply routes
Maintenance workflow
Maintenance missions
Reconstitution points
Recovery operations
Retrograde of unserviceables

Shop safety
Shop layouts
Shop operations
Site selection techniques
Soil analysis

SUPERVISE REPLACEMENT/RECONSTITUTION POINT

Actual cost of damage inspections
Army publications
Army regulations
Battle Damage Assessment and Repair
BDAR techniques
Controlled cannibalization
Defensive operations
Documentation required
Estimated cost of damage inspections
Field facilities
Field maintenance sites
Hanger queens
Local standing operating procedures
Main supply routes
Material handling equipment
Problems with cannibalization
Property accountability
Purpose of cannibalization
Quick fixes
Retrograde of unserviceables

DEPLOY MAINTENANCE ASSISTANCE TEAMS

Army publications
Conduct of technical assistance visits
Follow-up actions
Local publications
Planning for special missions
Reporting results of visits
Team missions
Team's personnel organization
Technical assistance requests
Tools and test equipment requirements

SUPERVISE PUBLICATIONS LIBRARIES

Army regulations
Changes

Disposition of out-of-date publications
Dissemination of changes
Maintenance Update
Micro-fich readers
Order forms
Ordering process
Posting changes
Supply Update
Supply bulletins
Technical bulletins
Technical manuals

IMPLEMENT ARMY ENVIRONMENTAL PROGRAM

Army reference materials
Sergeants Major Academy reference materials
NCO Academy reference materials
Conversations with superiors
Correspondence with superiors
Conversations with peers
Correspondence with peers
Environmental awareness
Environmental laws
Environmental regulations
Environmental policies
Environmental goals
Maneuver damage
Field sanitation
Noise pollution
Environmental protection
Historic preservation
Solid waste
Hazardous materials

SUPERVISE SHOP SAFETY PROGRAM

Safety regulations
Unit SOPs
Shop safety plan
Observations of personnel

Foreign object damage program
Fire fighting equipment
Tool control procedures
Personal protective gear
Warning labels
Ventilation
Lifting devices

GASs RELATED TO TACTICAL OPERATIONS

CONDUCT TACTICAL OPERATIONS

Air support
Air Land Battle principles
Alarm signals
Alarms
Avenues of approach
Command and control
Communications
Communications devices
Coordination
Direct fires
Dismounted patrols
Dismounted maneuver
Dosimeters
Enemy capabilities
Envelopments
Fire support planning
Frontal attacks
Hand and arm signals
Indirect fire support
Intelligence
Interlocking fires
Levels of radiation
Logistical planing
Maintenance support
Maneuver planning
Maneuver
Map reading
Military decision making
Mission
Monitoring plan
Mounted maneuvers
Objectives
Offense
Operational readiness
Perimeter security
Plotting
Protective clothing

Radiac meters
Reconnaissance
Secure communications
Supply
Terrain analysis
Topographic maps
Transportation
Turning movements
Verbal orders
Verbal orders by radio
Verbal orders by telephone
Warning devices
Written orders

SUPERVISE THE DEPLOYMENT OF UNIT ASSETS

Army publications
Bridge classifications
Command and control
Communications planning
Communications testing
Convoy operations
Determination of ammunition requirements
Elements of a loading plan
Hand and arm signals
Inventories
Lifting devices
Loading plans
Loading materials
Local SOPs
Map reading
Map reconnaissance
Material handling equipment
Packaging materials
Packing techniques
Packing and packaging
Personnel selection
Planning
Property accountability
Purpose of loading plans

Recovery vehicle selection
Recovery requests
Reference materials
Route reconnaissance
Slope estimation
Spread loading
Tools and equipment
Topographic maps
Vehicle selection
Vehicle on-road weight capacities
Vehicle off-road weight capacities
Vehicle cube capacities
Verbal briefings
Weapons selection
Weapons testing
Written directions

GASs RELATED TO LOGISTICS MANAGEMENT

CONDUCT COMBAT SERVICE SUPPORT OPERATIONS

Army publications
Combat vehicle maintenance
Communications equipment maintenance
Computer systems
COMSEC maintenance
Depot level repairables
Engineer equipment maintenance
Financial accounting
Inspections
Inventories
Local SOPs
Maintenance planning
Maintenance operations
Property accountability
Repair parts supply
Reports and listings
Retrograde of unservicables
Shop operations
Stock funds
Storage of supplies
Supply operations
Tactical vehicle maintenance
Transportation operations
Workflow

MANAGE MAINTENANCE FACILITIES

Army publications
Local SOPs
Shop operations
Fixed facilities
Field facilities
Workflow
Shop safety

MANAGE AUTOMATED LOGISTICS SUPPORT SYSTEMS

Army publications
Caps lock
Computer on-off switch
Computer programs
Computer systems
Condition code block
Data section
Data entry
Date block
Disposition block
Enter key
Equipment blocks
Equipment status section
Equipment identification section
Fault identification block
Financial accounting
Floppy drives
Function keys
Heading
Historical maintenance reports
Interfaces
Key boards
Letters
Listings and reports
Local SOPs
Maintenance management
Maintenance management programs
Material readiness
Monitor contrast control
Monitor on-off switch
Monitor brightness control
Monitors
Nomenclature block
NSN blocks
Number key pad
Period covered block
Peripherals
Print outs
Priority codes section
Program requirements

Program capabilities
Rank block
Repair parts supply programs
Serial number blocks
Signature block
Space bar
Stock funding of depot level repairables
Supply requests
Supply management
Transportation requests
Type of request section
Unit identification code block
Unit block
Unit identification block

MANAGE MANUAL MAINTENANCE MANAGEMENT DOCUMENTS

Authorization section
Condition code block
Data section
Date block
Date ordered blocks
Discrepancy blocks
Equipment blocks
Equipment listing section
Equipment identification section
Equipment status section
Fault identification block
Heading
Initials blocks
Maintenance code blocks
Nomenclature block
NSN block
Operator's name block
Printed name block
Priority codes section
Quantity blocks
Rank block
Repair parts required blocks
Repairs required blocks
Restriction blocks
Serial number block
Signature block
Type of inspection block
Type of request section
Unit block
Unit designation block
Unit identification code block

MANAGE REPAIR PARTS LISTINGS

Authorization date
Authorization signature
Computer systems
Data sections
Date block

Heading
Key boards
Monitors
NSN blocks
Number of demands blocks
Part number blocks
Parts listing section
Print outs
Quantity authorized blocks
Rank block
Signature block
Stock description blocks
Unit identification block
Unit location block
Unit block
Unit identification code

MANAGE MANUAL REPAIR PARTS REQUESTS

Approval block
Date block
Item description section
NSN blocks
Priority block
Quantity section
Reason for turn-in block
Signature block
Technical manual block
Unit identification code
Unit block

ASSESS DIVISION AND CORPS TRANSPORTATION CAPABILITIES

Equipment
Organic capabilities
Organizations
Personnel
Plans
Priorities
Standing operating procedures
Transportation requests

Transportation assets
Vehicles

MANAGE HAZARDOUS MATERIALS

Approval process
Army regulations
Facility requirements
Federal regulations
Loading plans
Packing and packaging
Plans
Requests
State and local regulations

MANAGE PROPERTY ACCOUNTABILITY

Army regulations
Army publications
Documentation
Equipment identification
Inventories
Inventory schedules
Local publications
National stock numbers
Packaging
Packing
Preservation
Property books
Serial numbers
Serviceability
Storage of equipment
Supply bulletins
Technical bulletins
Technical manuals
Tool identification

MANAGE MATERIAL ACQUISITION AND ACCOUNTING PROCESS

Army regulations
Demand data
Depot level repairables
DS/4, TUFMISS
Estimated/actual cost of damage inspections
Inventories
Inventory schedules
Major items of equipment
National stock numbers
Operational readiness
Order-ship time
Packing, preservation, and packaging
Prescribed load list
Property books
Property accountability
Repair parts supply
Serial numbers

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CURRENT STEP E

DEVELOP AND SEQUENCE GENERIC TERMINAL LEARNING OBJECTIVES

PURPOSE

To develop a GTLO for each action statement.

SUMMARY OF THE STEP

Same as SAT except the Generic Design process starts with
approved RTAs with associated KS Groups by GASs instead of Critical Job Tasks selected for
resident training.

INPUTS

*   The GAS List from Step C

*   Task Analysis Worksheets, TRADOC Forms 550, and MDLs from   SAT

*   LAW I/II from SAT

*   The GASs with approved RTAs and KS Groups from Step D

PROCEDURE

1.   Develop a GTLO for each GAS (Procedure 1, Step C). Use the Approved RTA List for
the Actions, use the TRADOC Forms 550 and MDLs for the Conditions, and use the LAWs for
the Standards. Estimate a time standard for the GTLO that is sufficient for the execution of the
objective, after training, when the performance involves the most time consuming procedure
related to the GTLO. State the time standard as "in a time limit not to exceed."

2.   Start a Learning Specification Worksheet (LSW) for each
GTLO. Record the GTLO on the LSW. Determine and record on the
LSW for each GTLO, the date, the MOS title, the RTA, the related job task numbers and titles,
and the GTLO (GAS, Action, Condition, and Standard). Arrange the GTLO LSWs in the general
order in which they are to be trained.

PRODUCT

*   Sequenced Draft GTLO LSWs

PRODUCT USE IN FUTURE STEPS

The GTLO LSWs are the basis for determining the instructional content and sequence to be specified in Step F - Develop Learning Specifications.

RECOMMENDED CHANGES TO STEP C:

1. General.

    *   Delete all references to SAT or SAT documentation.

    *   Delete all references to LSWs as they are Signal School documents.

2. Based on this Application of HITT.

    *   None.

COMMENTS:

1. General.

    *   None.

2. Based on this Application of HITT.

    *   None.

REVISED STEP E

DEVELOP AND SEQUENCE GENERIC TERMINAL LEARNING OBJECTIVES

PURPOSE

To develop a GTLO for each Resident Action Statement.

SUMMARY OF THE STEP

Translate each Resident Training Action into a Generic Terminal Learning Objective (GTLOs). Produce a list of GTLOs sequenced in initial order of instruction.

INPUTS

*   The List of Resident Training Actions from Step D

PROCEDURE

1.   Translate each Resident Training Action into a single Generic Terminal Learning Objective.

2.   Sequence the GTLOs in initial order of instruction.

3.   Produce a document with sequenced GTLOs.

PRODUCT

*   Sequenced GTLOs

PRODUCT USE IN FUTURE STEPS

The GTLOs are the basis for the rest of the Generic Design process.

APPLICATION OF HITT TO ORDNANCE ANCOC

Procedures:

1. Translated each Resident Training Action into a single Generic Terminal Learning Objective. See Enclosure 1.

2. Sequenced the GTLOs in initial order of instruction.

3. Produced a document with sequenced GTLOs. See Enclosure 2.

Products:

*   Sequenced GTLOs - at Enclosure 2.

GENERIC TERMINAL LEARNING OBJECTIVES
NOT SEQUENCED

Given instruction on developing subordinates, the student will demonstrate how to develop subordinates by explaining how to develop subordinates using examples.

Given instruction on stress prevention, the student will demonstrate how to prevent stress by explaining how to prevent stress using examples.

Given instruction on leadership, the student will demonstrate how to apply leadership principles by explaining how to employ leadership principles using examples.

Given instruction on Army traditions and customs, the student will demonstrate how to adhere to Army traditions and customs by relating Army customs and traditions to his/her job using examples.

Given instruction on unit level administrative procedures, the student will demonstrate how to supervise unit level administrative procedures by explaining how to supervise unit level administrative procedures using examples.

Given instruction on developing plans and SOPs, the student will demonstrate how to develop plans and SOPs by explaining how to develop plans and SOPs using examples.

Given instruction on assessing unit capabilities to support proposed operations, the student will demonstrate how to assess unit capabilities to support proposed operations by explaining how to assess unit capabilities to support proposed operations using examples.

Given instruction on supervising quality control programs, the student will demonstrate how to supervise quality control programs by explaining how to supervise quality control programs using examples.

Given instruction on supervising preventative maintenance checks and services, the student will demonstrate how to supervise preventative maintenance checks and services by explaining how to supervise preventative maintenance checks and services using examples.

Given instruction on supervising field maintenance, the student will demonstrate how to supervise field maintenance by explaining how to supervise field maintenance operations using examples.

Given instruction on supervising publications libraries, the student will demonstrate how to supervise publications libraries by explaining how to supervise publications libraries using examples.

Given instruction on how to implement the Army environmental program, the student will demonstrate how to implement the Army environmental program by explaining how to implement the Army environmental program using examples.

Given instruction on supervising shop safety programs, the student will demonstrate how to supervise shop safety programs by explaining how to supervise shop safety programs using examples.

Given instruction on offensive tactical operations, the student will demonstrate knowledge of offensive tactical operations by explaining how to conduct offensive tactical operations using examples.

Given instruction on defensive tactical operations, the student will demonstrate knowledge of defensive tactical operations by explaining how to conduct defensive tactical operations using examples.

Given instruction on supervising the deployment of unit assets, the student will demonstrate how to supervise the deployment of unit assets by explaining how to supervise the deployment of unit assets using examples.

Given instruction on combat service support operations, the student will demonstrate knowledge of combat service support operations by explaining how to conduct combat service support operations using examples.

Given instruction on combat service support operations, the student will demonstrate knowledge of combat service support operations by explaining how to conduct combat service support operations using examples.

Given instruction on management of maintenance facilities, the student will demonstrate knowledge of management of maintenance facilities by explaining how to manage maintenance facilities using examples.

Given instruction on management of automated logistics systems, the student will demonstrate knowledge of management of automated logistics systems by explaining how to manage automated logistics systems using examples.

Given instruction on management of manual maintenance documents, the student will demonstrate knowledge of management of manual maintenance documents by explaining how to manage manual maintenance documents using examples.

Given instruction on management of repair parts operations, the student will demonstrate knowledge of management of repair parts operations by explaining how to manage repair parts operations using examples.

Given instruction on how to assess division and corps transportation capabilities, the student will demonstrate knowledge of assessment of division and corps transportation capabilities by explaining assess division and corps transportation capabilities using examples.

Given instruction on management of hazardous materials, the student will demonstrate knowledge of management of hazardous materials by explaining how to manage hazardous materials using examples.

Given instruction on management of property accountability, the student will demonstrate knowledge of management of property accountability by explaining how to manage property accountability using examples.

Given instruction on management of the material acquisition and accounting process, the student will demonstrate knowledge of the material acquisition and accounting process by explaining how to manage the material acquisition and accounting process using examples.

GENERIC TERMINAL LEARNING OBJECTIVES
SEQUENCED

Given instruction on leadership, the student will demonstrate how to apply leadership principles by explaining how to employ leadership principles using examples.

Given instruction on Army traditions and customs, the student will demonstrate how to adhere to Army traditions and customs by relating Army customs and traditions to his/her job using examples.

Given instruction on developing subordinates, the student will demonstrate how to develop subordinates by explaining how to develop subordinates using examples.

Given instruction on stress prevention, the student will demonstrate how to prevent stress by explaining how to prevent stress using examples.

Given instruction on unit level administrative procedures, the student will demonstrate how to supervise unit level administrative procedures by explaining how to supervise unit level administrative procedures using examples.

Given instruction on developing plans and SOPs, the student will demonstrate how to develop plans and SOPs by explaining how to develop plans and SOPs using examples.

Given instruction on assessing unit capabilities to support proposed operations, the student will demonstrate how to assess unit capabilities to support proposed operations by explaining how to assess unit capabilities to support proposed operations using examples.

Given instruction on offensive tactical operations, the student will demonstrate knowledge of offensive tactical operations by explaining how to conduct offensive tactical operations using examples.

Given instruction on defensive tactical operations, the student will demonstrate knowledge of defensive tactical operations by explaining how to conduct defensive tactical operations using examples.

Given instruction on supervising field maintenance, the student will demonstrate how to supervise field maintenance by explaining how to supervise field maintenance operations using examples.

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Given instruction on combat service support operations, the student will demonstrate knowledge of combat service support operations by explaining how to conduct combat service support operations using examples.

Given instruction on supervising quality control programs, the student will demonstrate how to supervise quality control programs by explaining how to supervise quality control programs using examples.

Given instruction on supervising preventative maintenance checks and services, the student will demonstrate how to supervise preventative maintenance checks and services by explaining how to supervise preventative maintenance checks and services using examples.

Given instruction on management of maintenance facilities, the student will demonstrate knowledge of management of maintenance facilities by explaining how to manage maintenance facilities using examples.

Given instruction on management of automated logistics systems, the student will demonstrate knowledge of management of automated logistics systems by explaining how to manage automated logistics systems using examples.

Given instruction on management of manual maintenance documents, the student will demonstrate knowledge of management of manual maintenance documents by explaining how to manage manual maintenance documents using examples.

Given instruction on management of repair parts operations, the student will demonstrate knowledge of management of repair parts operations by explaining how to manage repair parts operations using examples.

Given instruction on how to assess division and corps transportation capabilities, the student will demonstrate knowledge of assessment of division and corps transportation capabilities by explaining assess division and corps transportation capabilities using examples.

Given instruction on management of hazardous materials, the student will demonstrate knowledge of management of hazardous materials by explaining how to manage hazardous materials using examples.

Given instruction on management of property accountability, the student will demonstrate knowledge of management of property accountability by explaining how to manage property accountability using examples.

Given instruction on management of the material acquisition and accounting process, the student will demonstrate knowledge of the material acquisition and accounting process by explaining how to manage the material acquisition and accounting process using examples.